

URBAN/MUNICIPAL
CA4 ON HBL V89
A35
1998

AGENDA
HAMILTON ENTERTAINMENT &
CONVENTION FACILITIES INC.

Jan. 30, 1998 ...

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

URBAN MUNICIPAL

JAN 29 1998

MEETING OF THE BOARD OF DIRECTORS

Friday, January 30, 1998

GOVERNMENT DOCUMENTS

9:00 a.m. (Breakfast served at 8:30 a.m.)

Hamilton Convention Centre, Room 314

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

A. Operations Committee First Report of 1998

Attachment A

B. Finance and Administration Committee First Report of 1998

Attachment B

C. Community Dinner: CYO Celebrity Dinner
February 26, 1998 at Carmen's

Attachment C

INFORMATION ITEMS

2. Correspondence

Attachment 2

3. Minutes of Regular Meeting Held October 31, 1997

Attachment 3

3.1 Errors or Omissions

3.2 Motion for Approval

4. Business Arising From the Minutes

4.1 Financial Summary for the Eleven
Month Period Ended November 30, 1997

Attachment 4.1

5. Private and Confidential

6. New Business

7. Other Business

8. Date of Next Meeting: February 27, 1998
9:00 a.m.

9. Adjournment

OUTSTANDING BUSINESS

Nil

January 23, 1998
Patricia Bennett
Secretary to the Board of Directors

1954年10月

1954年10月

1954年10月

A

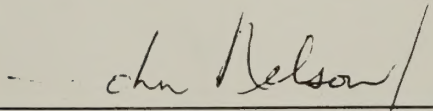
OPERATIONS COMMITTEE FIRST REPORT OF 1998

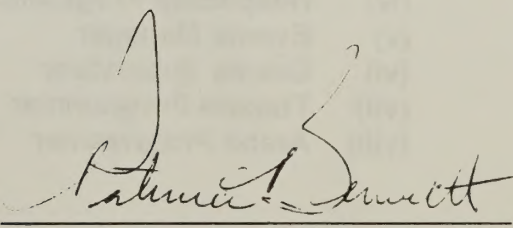
The Operations Committee presents the **FIRST** Report of 1998 from its meeting held January 21, 1998 and respectfully requests approval of the following recommendation:

1. Security Guard Services : Acceptance of Tender

THE LOWEST TENDER SUBMITTED BY GROUP 4 C.P.S. LIMITED, HAMILTON, FOR THE PROVISION OF BUILDING SECURITY SERVICES AT THE HECFI FACILITIES FOR THE TERM COMMENCING 1998 FEBRUARY 1 TO 2000 DECEMBER 31, BE ACCEPTED; AND THAT THE COST OF THIS EXPENDITURE BE FINANCED FROM THE OPERATING BUDGET, ACCOUNT NOS. HE 56333 84401/84402/84403.

Respectfully submitted,


Mr. John Nelson, Acting Chair


Patricia Bennett, Secretary

pb

B

**FINANCE AND ADMINISTRATION COMMITTEE
FIRST REPORT OF 1998**

The Finance and Administration Committee presents its **FIRST** Report of 1998 from its meeting held January 22, 1998 and respectfully requests approval of the following recommendation:

1. Cheque Signing Authorities

THAT THE SIGNING AUTHORITIES FOR CHEQUES ISSUED BY THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. BE HEREBY AUTHORIZED AS REQUIRING SIGNATURE FROM TWO (2) OF THE FOLLOWING:

- (i) Managing Director/Chief Executive Officer
- (ii) Director of Finance and Administration
- (iii) Comptroller
- (iv) Accounting Supervisor
- (v) Senior Finance Officer

OR ONE OF THE ABOVE, AND ONE OF THE FOLLOWING:

- (i) Chairman of the Board of Directors
- (ii) Director of Operations/Events Delivery
- (iii) Programming Manager
- (iv) Hospitality Programming/Sales Manager
- (v) Events Manager
- (vi) Events Supervisor
- (vii) Theatre Programmer
- (viii) Arena Programmer

2. Compensation Benefits - Non-Union HECFI Salaried Employees

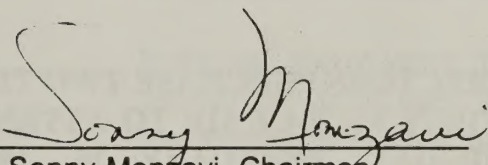
THAT THE MORATORIUM ON NON-UNION SALARY INCREASES ENDORSED BY HECFI AND CITY COUNCIL EFFECTIVE 1993 JANUARY 1 BE LIFTED; and

THAT A 3.5% INCREASE BE IMPLEMENTED EFFECTIVE 1997 JULY 1, FOR NON-UNION CLASSIFICATIONS "15" AND BELOW (IE. ANNUAL SALARIES OF \$51,205.44 AND BELOW) TO REDUCE COMPRESSION, AND TO RETAIN EQUITY, WITH EQUIVALENT UNIONIZED POSITIONS; and

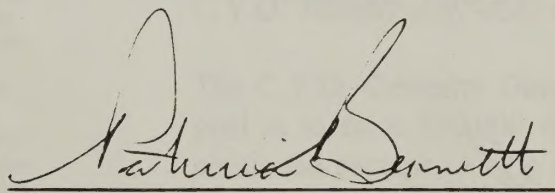
THAT A 1.5% SALARY INCREASE BE IMPLEMENTED EFFECTIVE 1997 JULY 1, FOR NON-UNION CLASSIFICATIONS "26" TO "16"; and

THAT THE REDUCED BENEFIT PLAN, PROVIDING FOR MEDICAL, DENTAL, GROUP LIFE, VISION AND EARLY RETIREMENT BENEFITS, NEGOTIATED WITH CUPE LOCAL 167, REPLACE THE CURRENT NON-UNION BENEFIT PLAN, EFFECTIVE 1997 DECEMBER 11, FOR ALL NON-UNION EMPLOYEES ELIGIBLE FOR BENEFIT COVERAGE.

Respectfully submitted


Mr. Sonny Monzavi, Chairman

pb


Patricia Bennett, Secretary

C

MEMO: H.E.C.F.I. BOARD OF DIRECTORS

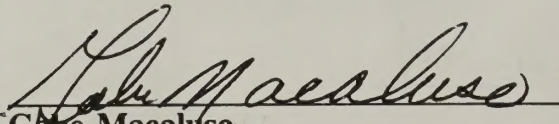
FROM: Gabe Macaluso
Managing Director/CEO

DATE: January 23, 1998

SUBJECT: COMMUNITY DINNER : CYO CELEBRITY DINNER
February 26, 1998 at Carmen's

RECOMMENDATION:

THAT THE H.E.C.F.I. BOARD OF DIRECTORS PURCHASE TWO TICKETS ON BEHALF OF THE CHAIR AND FIRST VICE-CHAIR TO ATTEND THE CYO CELEBRITY DINNER, THURSDAY, FEBRUARY 26, 1998 AT CARMEN'S BANQUET CENTRE AT A COST OF \$200.


Gabe Macaluso

BACKGROUND:

- The CYO Celebrity Dinner is a high profile, community dinner held annually at Carmen's Banquet Centre. Proceeds from the event support Camp Brebeuf and Camp Marydale's special summer program for disabled children. Attendance at the event by the Chair and First Vice-Chair will ensure that H.E.C.F.I. maintains its community profile.
- Funds are available for this purchase in the 1998 operating budget.



CYO CELEBRITY DINNER

SAVE THE CAMP FUND

735 King Street East, Suite #3, Hamilton, Ontario L8M 1A1 Phone: (905) 528-0011

Charitable Registration Number 0001438-49

C.Y.O. Celebrity Dinner Committee

Chairman:
Reno Violin

Vice-Chairman:
Phil DiFrancesco

Program Chairman:
Angelo Mosca

Program Co-Ordinator:
Tom Gallagher

Committee:

Sue Bratton
Lou Cafazzo
Mike Campanella
Shirley Collins
Nicole Condari
Rory Cornale
Waldo Corsini
Chris Costanza
Mario Cupido
Pat Daly
Frank DeNardi
Mike DiPaolo
Greg Donelson
Bob Dunn
Donald Dunn
Al Duwyn
John Gallagher
Marie Gallagher
Mary Gallagher
Kim Galvin
Mary Gillen
Barry Gowan
Jim Hughes
Art Kelly
Tom Kemp
Rev. Mike King
Isabelle Lanza
Bernie Morelli
Dennis O'Brien
Laurine O'Sullivan
Jack Pelech
Tom Rocchi
Frank Salvatore
Albert Vesprini
Joe Sardo
Filomena Tassi
Mark Walton
Al Ward
Wally Zatylny

**Executive
Director, C.Y.O.**
Peter F. Rosser

January, 1998

Dear Friend:

It is a great pleasure to invite you to attend **the 12th Annual C.Y.O. Celebrity Dinner** to be held on **Thursday, February 26, 1998**, at Carmen's Banquet Centre, 1520 Stone Church Road East, Hamilton.

The Dinner is the C.Y.O.'s major fund-raising effort in support of Camp Brébeuf and Camp Marydale's special summer program for disabled children. The C.Y.O. will require the proceeds from the Dinner and other voluntary donations to continue serving these deserving children this year.

In the past eleven years, this event has received tremendous community support - a sell-out crowd of over 900 people attended last year's dinner. Our volunteer committee is convinced that this very generous support reflects genuine commitment to a truly worthwhile cause. Last summer 199 disabled children participated in the C.Y.O.'s community-wide special, integrated One-to-One camping program.

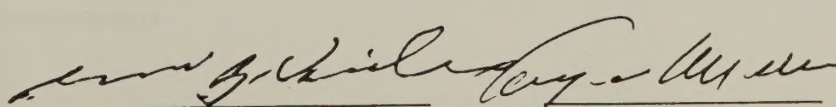
The C.Y.O. Celebrity Dinner helps make these programs possible. This year our goal is to raise \$50,000 for these special camp needs. We are asking for your continued support to help make this year's dinner a success. The need has never been greater.

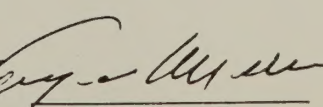
Tables of ten, including the guest personality, are now being sold. If you could help us with a table or with individual tickets, it would be sincerely appreciated. Tickets are now available from any member of our Committee or by phoning the **C.Y.O. Office at (905) 528-0011 or fax to (905) 546-5779**. An order form is enclosed for your convenience.

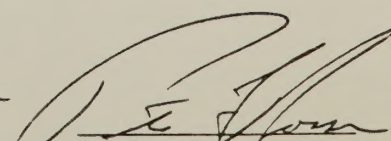
We invite you to mark your calendar, **Thursday, February 26, 1998** and plan to join us. Please reserve early!

It's a great night for a good cause!

Sincerely yours,


Reno Violin
Chairman


Angelo Mosca
Program Chairman


Peter Rosser
Executive Director

TICKET ORDER FORM

The Catholic Youth Organization
presents:

12th Annual C.Y.O. Celebrity Dinner

All proceeds to C.Y.O. Camp Brébeuf-Camp Marydale-Special Camp Projects

Thursday, February 26, 1998

Carmen's Banquet Centre
1520 Stonechurch Road East
Hamilton, Ontario

Reception 5:30 p.m.- 6:50 p.m.

Dinner 7:15 p.m.

\$100.00 (per person)

Tables of Ten or Nine Available

includes:

\$60.00 Charitable Tax Receipt

Reception, (Host Bar)

Six Course Dinner

Complimentary Wine with Dinner

**For further information please call Marie Gallagher at the C.Y.O.
(905) 528-0011 or Fax (905) 546-5779**

cut along line-----

Cheques payable to:

C.Y.O. Celebrity Dinner
735 King Street East, Suite #3
Hamilton, Ontario L8M 1A1

Please forward :

Ticket/s: _____ at \$100.00 per ticket to:

Name: _____

Company : _____

Address: _____

City: _____

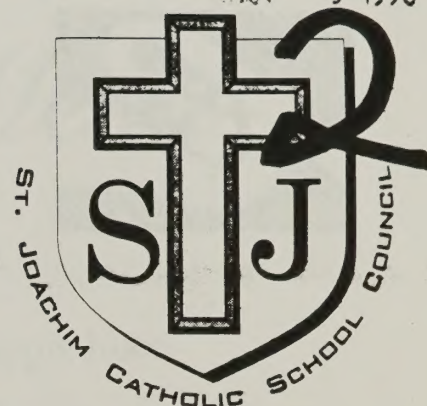
Postal Code: _____

Phone: () _____

Fax: () _____

Please forward the names of your table guests along with your cheque.

JAN 5 1998



December 1997

On behalf of the Children of St. Joachim School, I would like to thank you for your outstanding contribution to this year's "Christmas Auction".

This Auction; as you may already know, is the only major fundraiser our school council will hold. The funds generated go directly back to our children, to enhance their education in a variety of ways.

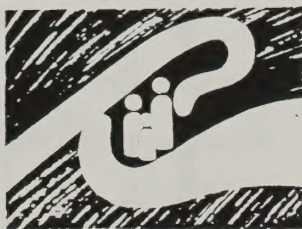
This year with your generous support, we were able to raise \$14,300.00. We could not have been so incredibly successful without your help. Whether by donating something, volunteering your time, or attending our event, your participation was greatly appreciated.

We look forward to next years Auction, and hope that we can count on your support once again.

Sincerely,

Mary Stirling

*Mary Stirling
Chairperson*



Good Shepherd Centres

JAN 12 1998

Mending hope, lives and families
- Charity Unlimited -

January 7, 1998

The Hamilton Entertainment and
Convention Facilities Inc.
Hamilton Place
10 McNab St. S.
Hamilton, ON
L8P 4Y3

Attention: Gabe Macaluso

Dear Gabe:

Thank you for your donation last month toward our Annual Christmas Dinner at the Hamilton Convention Centre. This year we served 2,123 people with the assistance of 461 volunteers. Your gift of the use of the Hamilton Convention Centre helped make the party complete.

Providing food and gifts for this many people in a dignified and caring manner would be a rather daunting task were it not for the support of our many community donors. Through your gift you have exhibited a care and respect for those we serve. One of the most meaningful moments of the day for me was when one of the last people to be served turned to us and pleaded, "Don't forget about me." Because of your generosity **none** of the 2,123 guests were forgotten. Everyone who came to the party was served a full turkey dinner, was entertained by a guitar choir, received a gift and had an opportunity to visit Santa. In the words of one woman we served "...your kindness will be remembered time and time again."

Thanks for making this Christmas a happy one for so many men, women and children. May you be blessed this year with peace and love.

Sincerely,

Ellen Milton

Ellen Milton
Coordinator of the 1997 Christmas Dinner
Good Shepherd Centres

EM:sk

*I am including one
of the menu cards that
were placed on each table
at the dinner. Thought
you might be interested
Thanks again*

Administration
82 Stinson Street
Hamilton, Ontario
L8N 1S2
Ph. 905-528-9109
Fax 905-526-1184

Men's Centre
135 Mary Street
P.O. Box 1003
Hamilton, Ontario
L8N 3R1
905-528-9109

Martha House
20 Emerald St. S.
Hamilton, Ontario
L8N 2V2
905-523-8895

Mary's Place
50 East Ave. N.
Hamilton, Ontario
L8L 5H5
905-540-8000

Brennan House
614 King St. E.
Hamilton, Ontario
L8N 1E2
905-577-1166

Family Services
120 Cannon St. E.
Hamilton, Ontario
L8L 2A3
905-528-9109

Menu



Apple Juice

Turkey, Gravy, Cranberry Sauce

Roast Potatoes, Mixed Vegetables

Rolls & Butter

Christmas Cupcakes

Coffee, Tea, White or Chocolate Milk

Ice Water

The Brothers of the Good Shepherd, their staff and volunteers acknowledge with gratitude, the generosity of the following donors. Without the contribution of these individuals, service groups, and businesses, this wonderful dinner could not take place.

Event Sponsors:

City of Hamilton
HECFI

Gift Room Sponsor:

Y95 Classic Rock

Dinner Sponsors:

Baker's Harvest
Cuddy Food Products
Everfresh-Holiday Juices
Golden Horseshoe Beverages
Reilly's Food Processing
Traynor's Bakery Wholesale
Trebor Allan Inc.

Major Sponsors:

Baseline Graphics
Halton Honda
Hamilton Spectator
Lion's Club of Dundas
Lion's Club of Hamilton (Central)
Rotary Club of Hamilton (Wentworth East)
St. Andrew's Parish - CWL
St. Anthony's Parish - Outreach Group
St. Charles Parish - Outreach Group
St. Gabriel's Parish - CWL
St. John the Baptist, Burlington
St. Margaret Mary Parish - Outreach Group
Zonta Club of Hamilton

We wish to recognize in a very special way all of the volunteers who bring the spirit of Christmas with them and made this dinner possible

Children's Hospital

at Chedoke-McMaster

NOV - 7 1997

Box 2000, Hamilton, Ontario L8N 3Z5 (905) 521-2100

October 29th, 1997

Mr. Gabe Macaluso, C.E.O.
Hamilton Entertainment & Convention Facilities Inc.
1 Summers Lane
Hamilton, Ontario
L8P 4Y2

Dear Gabe:

On behalf of our Program Manager, Paul Ricketts, our Therapists, and the families that we serve, I am writing to express our appreciation to you for your support of our fundraising endeavour on October 22nd, 1997.

Our Program provides for patients and their families an annual picnic, camping opportunities, **athletic and extra-curricular events**, funds a Christmas party and assists in the purchase of food and household items as necessary throughout the year. The majority of our caseload could never have the advantage of such experiences without our resources and, thus, would not benefit from many of the programs that other children enjoy (the average before-tax income of approximately one-half of our families is \$15,000.00). The consensus is that the clinical benefits of such involvement are residual and it would seem, therefore, that our assistance in this area is considered "preventative medicine".

Again, thank you for your contribution to our Fundraiser and, especially, for your generosity of spirit! It is only because of this that the evening was such a success for our Program and, ultimately, the children and their families.

Sincerely

And many thanks!
Lynda

Lynda A. Marchese
Secretary/Community Liaison
Community Family Treatment Program
Chedoke Child and Family Centre

/lam

Chedoke-McMaster Hospitals

Affiliated with the
Faculty of Health Sciences, McMaster University

905-521-0924

SUPERDOGS

November 11, 1997

Hamilton Entertainment and Convention Facilities Inc.,
10 McNab St. S.,
Hamilton, Ontario, L8P 4Y3

Attention: Gabe Macaluso

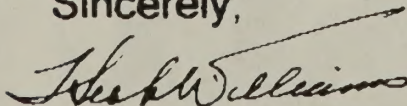
Dear Gabe:

Once again, Copps Coliseum gets our vote as the #1 place to perform...anywhere. The building staff could not have been more helpful, and the facilities for the dogs, the team and for Chase and myself was the best. Our show has some unique facility requirements, and our every need is more than met.

I wish there was a way of conveying to the citizens of Hamilton, what a superb facility their city has. I can honestly say that just being in Copps Coliseum gave us all a great boost. Honestly, in 18 years of Superdog Shows, our show on Sunday afternoon was the best...and our greatest thrill.

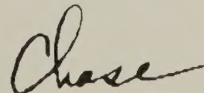
Many thanks to all of your employees for making our all too short visit such a rewarding experience.

Sincerely,



Herb Williams

Producer



Chase

Producer - Superdogs.

WILLIAMS SHOW PRODUCTIONS, INC.

21 Lorraine Gardens, Islington, Ontario, M9B 4Z5 Phone: (416) 231-9992, Fax: (416) 233-9725

DEL 1997

November 10, 1997

Gabe Macaluso
Hamilton Entertainment & Convention
Facilities, Inc.
101 York Blvd.
Hamilton, Ontario
L8R 3L4

Dear Mr. Macaluso:

We simply want to thank you for your kind donation to the Haiti Auction which took place on October 23, 1997. Your kindness, together with that of many other people in the Hamilton area resulted in our Auction being even more successful than the previous two. Over \$25,000.00 was raised on behalf of the children of Haiti, and we simply wanted to express our sincere appreciation to you for your donation of merchandise valued at \$200.00 to this wonderful cause.

Too often people make contributions of this nature and they do not understand the extent to which they help other people. We want you to know that your gift will make a difference in the lives of some small children in Haiti.

Again our sincere thanks to you.

Yours very truly,

F. Couture

Florence Couture
Chairperson
Haiti Auction Committee



**A.M. Cunningham
Home & School Association**

100 Wexford Ave. S., Hamilton, Ontario L8K 2N8 544-7771



4: 2 1998

December 29, 1997

Mr. Gabe Macaluso
c/o HECFI
Copps Coliseum Offices
101 York Boulevard
Hamilton, Ont4rio
L8R 3L4

Dear Mr. Macaluso:

On behalf of the A.M. Cunningham Home & School Association I would sincerely like to thank you for your extremely generous donation to the Raffle Table at the Snow Star Bazaar.

Our annual bazaar was a huge success again this year thanks to the support of the community. The funds that were raised will help to provide many extras for our children who attend A.M. Cunningham School.

Thanks again for your support and best wishes to you and your family for a safe, happy and healthy 1998.

Yours very truly,

A handwritten signature in cursive script that reads "Sandy".

Sandra Litster
President

3

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Friday, October 31, 1997
Hamilton Convention Centre
Room 314**

MINUTES

PRESENT: Alderman T. Anderson, Chair
Alderman B. Charters, First Vice Chair
Mr. G. Kay, Second Vice Chair
Alderman H. Merling
Ms. B. Campbell
Mr. J. Kujavsky
Mr. S. Monzavi
Mr. J. Nelson
Mr. W. Ingleby
Mr. A. Skrypniak

ALSO PRESENT: Mr. G. Macaluso
Mr. J. Leuser
Mr. B. Calder
Mr. S. Farrauto
Mr. J. Elder

REGRETS: Mayor R. Morrow
Alderman T. Jackson
Mrs. M. Dow
Mr. F. Deys

1. Opening Remarks

Alderman Anderson called the meeting to order at 9:15 a.m.

A. Marketing & Sales Committee Third Report of 1997

The Board received the Marketing and Sales Committee Third Report of 1997. The following recommendations were approved as follows:

Standing Committee and Board Meeting Schedule :
Changes Due to Municipal Election

MOVED by Alderman Charters, seconded by Mr. Monzavi that

H.E.C.F.I. ADJUST ITS STANDING COMMITTEE AND BOARD MEETING SCHEDULE TO REFLECT THE CHANGES MADE TO CITY COUNCIL'S MEETING SCHEDULES; and

THAT ACCORDINGLY, STANDING COMMITTEES AND BOARD MEETINGS IN NOVEMBER BE CANCELLED; and

THAT DECEMBER STANDING COMMITTEES AND BOARD MEETINGS BE AT THE CALL OF THE CHAIR.

MOTION CARRIED.

Copps Coliseum : Display Advertising

MOVED by Mr. Kay, seconded by Mr. Ingleby that

THE AGREEMENT WITH NEON PRODUCTS LTD. AS EXCLUSIVE SALES AGENT FOR INTERIOR DISPLAY ADVERTISING SALES AT COPPS COLISEUM BE RENEWED FOR A ONE (1) YEAR PERIOD COMMENCING DECEMBER 1, 1997; and

THAT A CONTRACTUAL AGREEMENT BE DEVELOPED IN CONSULTATION WITH THE SOLICITORS FOR THE CITY OF HAMILTON IN ACCORDANCE WITH THE TERMS AND CONDITIONS OUTLINED IN MANAGEMENT'S REPORT DATED OCTOBER 14, 1997.

MOTION CARRIED.

Organizational Revisions

MOVED by Ms. Campbell, seconded by Mr. Skrypniak that

RECOMMENDATIONS CONTAINED IN MANAGEMENT'S OCTOBER 1ST REPORT PERTAINING TO ORGANIZATIONAL REVISIONS WITHIN THE MARKETING AND SALES DEPARTMENT BE APPROVED AS FOLLOWS:

- A. THAT THE POSITION OF MANAGER OF EVENTS DELIVERY, SALARY GRADE 19 (\$58,791.72 - \$69,087.20) IN THE OPERATIONS/EVENTS DELIVERY DEPARTMENT, BE DELETED; and**
- B. THAT A NEW POSITION OF PROGRAMMING MANAGER IN THE MARKETING/SALES DEPARTMENT BE CREATED AND PLACED IN SALARY GRADE 19 (\$58,791.72 - \$69,087.20) AND THAT THE PRESENT INCUMBENT, MR. JOHN ELDER, BE TRANSFERRED INTO THE POSITION.**
- C. THAT THE POSITION TITLE OF ENTERTAINMENT EXECUTIVE BE MODIFIED TO THEATRE PROGRAMMER AND RECLASSIFIED FROM SALARY GRADE 13 (\$37,794.64 - \$44,568.68) TO SALARY GRADE 12 (\$34,001.76 - \$39,962.52), AND THAT THE POSITION BE POSTED AND FILLED; and**
- D. THAT THE POSITION TITLE OF ENTERTAINMENT ASSISTANT BE MODIFIED TO ARENA PROGRAMMER AND RECLASSIFIED FROM SALARY GRADE 11 (\$31,563.48 - \$37,117.60) TO SALARY GRADE 12 (\$34,001.76 - \$39,962.52); AND THAT THE PRESENT INCUMBENT, MS. SANDY GRUBA REMAIN IN THE POSITION.**

MOTION CARRIED.

B. Operations Committee Seventh Report of 1997

The Operations Committee Seventh Report of 1997 was received. The following recommendations were approved as follows:

Standing Committee and Board Meeting Schedule :
Changes Due to Municipal Election

MOVED by Alderman Charters, seconded by Mr. Monzavi that

H.E.C.F.I. ADJUST ITS STANDING COMMITTEE AND BOARD MEETING SCHEDULE TO REFLECT THE CHANGES MADE TO CITY COUNCIL'S MEETING SCHEDULES; and

THAT ACCORDINGLY, STANDING COMMITTEES AND BOARD MEETINGS IN NOVEMBER BE CANCELLED; and

THAT DECEMBER STANDING COMMITTEES AND BOARD MEETINGS BE AT THE CALL OF THE CHAIR.

MOTION CARRIED.

Retrofit of Copps Coliseum Scoreboard

MOVED by Mr. Nelson, seconded by Mr. Kujavsky that

THE 1988 CAPITAL BUDGET PROGRAMME INCLUDE AN ALLOCATION OF \$80,000. TO RETROFIT THE SCOREBOARD AT COPPS COLISEUM.

MOTION CARRIED.

Organizational Revisions

MOVED by Ms. Campbell, seconded by Mr. Skrypniak that

MANAGEMENT'S OCTOBER 1ST REPORT BE APPROVED AND THE FOLLOWING ORGANIZATIONAL REVISIONS BE ENDORSED:

1. A. **THAT THE POSITION OF MANAGER OF EVENTS DELIVERY, SALARY GRADE 19 (\$58,791.72 - \$69,087.20) IN THE OPERATIONS/EVENTS DELIVERY DEPARTMENT, BE DELETED; and**
- B. **THAT A NEW POSITION OF PROGRAMMING MANAGER IN THE MARKETING/SALES DEPARTMENT BE CREATED AND PLACED IN SALARY GRADE 19 (\$58,791.72 - \$69,087.20) AND THAT THE PRESENT INCUMBENT, MR. JOHN ELDER, BE TRANSFERRED INTO THE POSITION.**

2. A. THAT THE POSITION TITLE OF ENTERTAINMENT EXECUTIVE BE MODIFIED TO THEATRE PROGRAMMER AND RECLASSIFIED FROM SALARY GRADE 13 (\$37,794.64 - \$44,568.68) TO SALARY GRADE 12 (\$34,001.76 - \$39,962.52), AND THAT THE POSITION BE POSTED AND FILLED; and
 - B. THAT THE POSITION TITLE OF ENTERTAINMENT ASSISTANT BE MODIFIED TO ARENA PROGRAMMER AND RECLASSIFIED FROM SALARY GRADE 11 (\$31,563.48 - \$37,117.60) TO SALARY GRADE 12 (\$34,001.76 - \$39,962.52); AND THAT THE PRESENT INCUMBENT, MS. SANDY GRUBA REMAIN IN THE POSITION.
3. A. THAT THE POSITION OF ASSISTANT MANAGER OF EVENTS (CC), SALARY GRADE 15 (43,484.48 - \$51,205.44) IN THE OPERATIONS/EVENTS DELIVERY DEPARTMENT, BE DELETED; and
 - B. THAT A NEW POSITION OF EVENTS MANAGER IN THE OPERATIONS/EVENTS DELIVERY DEPARTMENT BE CREATED AND PLACED IN SALARY GRADE 17 (\$53,779.96 - \$63,398.40) AND THAT THE PRESENT INCUMBENT, MR. DAVE KELLY, BE TRANSFERRED TO THE POSITION.
4. A. THAT THE POSITION OF ASSISTANT MANAGER OF EVENTS (HP), SALARY GRADE 15 (\$43,484.48 - \$51,205.44) IN THE OPERATIONS/EVENTS DELIVERY DEPARTMENT, BE DELETED; and
 - B. THAT A NEW POSITION OF ASSISTANT OPERATIONS MANAGER IN THE OPERATIONS/EVENTS DELIVERY DEPARTMENT BE CREATED AND PLACED IN SALARY GRADE 16 (\$47,412.56 - \$55,811.08) AND THAT THE PRESENT INCUMBENT, MR. BILL FLETCHER, BE TRANSFERRED TO THE POSITION.
5. THAT A NEW POSITION OF EVENTS SUPERVISOR IN THE OPERATIONS/EVENTS DELIVERY DEPARTMENT BE CREATED AND PLACED IN SALARY GRADE 12 (\$34,001.76 - \$39,962.52) AND THAT THE POSITION BE POSTED AND FILLED.

6. THAT THE VACANT POSITION OF BOX OFFICE CLERK, SALARY GRADE 6 (\$22,622.60 - \$26,551.20) IN THE FINANCE AND ADMINISTRATION DEPARTMENT BE DELETED FROM THE STAFF COMPLEMENT.

MOTION CARRIED.

C. Finance & Administration Committee Sixth Report of 1997

The Board received the Finance & Administration Committee's Sixth Report of 1997. The following recommendations were approved as follows:

1. **Standing Committee and Board Meeting Schedule :**
Changes Due to Municipal Election

MOVED by Alderman Charters, seconded by Mr. Monzavi that

H.E.C.F.I. ADJUST ITS STANDING COMMITTEE AND BOARD MEETING SCHEDULE TO REFLECT THE CHANGES MADE TO CITY COUNCIL'S MEETING SCHEDULES; and

THAT ACCORDINGLY, STANDING COMMITTEES AND BOARD MEETINGS IN NOVEMBER BE CANCELLED; and

THAT DECEMBER STANDING COMMITTEES AND BOARD MEETINGS BE AT THE CALL OF THE CHAIR.

MOTION CARRIED.

Organizational Revisions

MOVED by Ms. Campbell, seconded by Mr. Skrypniak that

MANAGEMENT'S OCTOBER 1ST REPORT BE APPROVED AND THE FOLLOWING ORGANIZATIONAL REVISIONS BE ENDORSED:

1. A. THAT THE POSITION OF MANAGER OF EVENTS DELIVERY, SALARY GRADE 19 (\$58,791.72 - \$69,087.20) IN THE OPERATIONS/EVENTS DELIVERY DEPARTMENT, BE DELETED; and

- B. THAT A NEW POSITION OF PROGRAMMING MANAGER IN THE MARKETING/SALES DEPARTMENT BE CREATED AND PLACED IN SALARY GRADE 19 (\$58,791.72 - \$69,087.20) AND THAT THE PRESENT INCUMBENT, MR. JOHN ELDER, BE TRANSFERRED INTO THE POSITION.
- 2.
 - A. THAT THE POSITION TITLE OF ENTERTAINMENT EXECUTIVE BE MODIFIED TO THEATRE PROGRAMMER AND RECLASSIFIED FROM SALARY GRADE 13 (\$37,794.64 - \$44,568.68) TO SALARY GRADE 12 (\$34,001.76 - \$39,962.52), AND THAT THE POSITION BE POSTED AND FILLED; and
 - B. THAT THE POSITION TITLE OF ENTERTAINMENT ASSISTANT BE MODIFIED TO ARENA PROGRAMMER AND RECLASSIFIED FROM SALARY GRADE 11 (\$31,563.48 - \$37,117.60) TO SALARY GRADE 12 (\$34,001.76 - \$39,962.52); AND THAT THE PRESENT INCUMBENT, MS. SANDY GRUBA REMAIN IN THE POSITION.
- 3.
 - A. THAT THE POSITION OF ASSISTANT MANAGER OF EVENTS (CC), SALARY GRADE 15 (43,484.48 - \$51,205.44) IN THE OPERATIONS/EVENTS DELIVERY DEPARTMENT, BE DELETED; and
 - B. THAT A NEW POSITION OF EVENTS MANAGER IN THE OPERATIONS/EVENTS DELIVERY DEPARTMENT BE CREATED AND PLACED IN SALARY GRADE 17 (\$53,779.96 - \$63,398.40) AND THAT THE PRESENT INCUMBENT, MR. DAVE KELLY, BE TRANSFERRED TO THE POSITION.
- 4.
 - A. THAT THE POSITION OF ASSISTANT MANAGER OF EVENTS (HP), SALARY GRADE 15 (\$43,484.48 - \$51,205.44) IN THE OPERATIONS/EVENTS DELIVERY DEPARTMENT, BE DELETED; and
 - B. THAT A NEW POSITION OF ASSISTANT OPERATIONS MANAGER IN THE OPERATIONS/EVENTS DELIVERY DEPARTMENT BE CREATED AND PLACED IN SALARY GRADE 16 (\$47,412.56 - \$55,811.08) AND THAT THE PRESENT INCUMBENT, MR. BILL FLETCHER, BE TRANSFERRED TO THE POSITION.

5. THAT A NEW POSITION OF EVENTS SUPERVISOR IN THE OPERATIONS/EVENTS DELIVERY DEPARTMENT BE CREATED AND PLACED IN SALARY GRADE 12 (\$34,001.76 - \$39,962.52) AND THAT THE POSITION BE POSTED AND FILLED.
6. THAT THE VACANT POSITION OF BOX OFFICE CLERK, SALARY GRADE 6 (\$22,622.60 - \$26,551.20) IN THE FINANCE AND ADMINISTRATION DEPARTMENT BE DELETED FROM THE STAFF COMPLEMENT.

MOTION CARRIED.

- D.** Community Dinner : B'Nai Brith Sports Celebrity Dinner : February 2, 1998

MOVED by Alderman Charters, seconded by Mr. Kay that

H.E.C.F.I. PURCHASE A TABLE OF TEN TO THE 1998 B'NAI BRITH SPORTS CELEBRITY DINNER TO BE HELD MONDAY, FEBRUARY 2, 1998 AT THE HAMILTON CONVENTION CENTRE AT A COST NOT TO EXCEED \$1070.

MOTION CARRIED.

- E.** Community Dinner : Gallery of Distinction 1997 : November 5, 1997

MOVED by Alderman Charters, seconded by Mr. Nelson that

THE H.E.C.F.I. BOARD OF DIRECTORS PURCHASE UP TO TEN TICKETS TO THE GALLERY OF DISTINCTION NOVEMBER 5, 1997 AT THE HAMILTON CONVENTION CENTRE AT A COST NOT TO EXCEED \$600.

MOTION CARRIED.

- 2.** Correspondence

MOVED by Ms. Campbell, seconded by Mr. Ingleby that

CORRESPONDENCE RECEIVED FROM THE CANADIAN FOOTBALL HALL OF FAME BE RECEIVED.

MOTION CARRIED.

3. Minutes of Regular Meeting Held September 26, 1997

MOVED by Mr. Kay, seconded by Mr. Skrypniak that

THE MINUTES OF THE REGULAR MEETING HELD SEPTEMBER 26, 1997 BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

4.1 Financial Summary for the Nine Month Period Ended September 30, 1997

MOVED by Mr. Monzavi, seconded by Mr. Nelson that

THE REPORT, FINANCIAL SUMMARY FOR THE NINE MONTH PERIOD ENDED SEPTEMBER 30, 1997, BE RECEIVED.

MOTION CARRIED.

The Director of Finance and Administration advised that the results of the final quarter will depend upon the degree of success of the shows which have been booked to take place during that period.

5. Private and Confidential

Nil

6. New Business

Nil

7. Other Business

Nil

8. Date of Next Meeting:

At the Call of the Chair

9. Adjournment

The meeting adjourned at 9:20 a.m.

TAKEN AS READ AND APPROVED

Alderman T. Anderson, Chairman

Patricia Bennett, Secretary



41
Hamilton
Entertainment
and Convention
Facilities Inc.

Financial Summary

For The Eleven Month Period Ended November 30, 1997

Actual Results For The Eleven Month Period Ended November 30, 1996		(1) Budget	(2) Actual	(3) Favourable <Unfavourable> Budget Variance
\$6,143,664.	Revenue	\$6,468,597.	\$6,711,028.	\$242,431.
<u>8,228,291.</u>	Expenses	<u>8,597,141.</u>	<u>8,809,927.</u>	<u>(212,786.)</u>
	Excess of Expenses			
<u>\$2,084,627.</u>	Over Revenue From Operations	<u>\$2,128,544.</u>	<u>\$2,098,899.</u>	<u>\$29,645.</u>

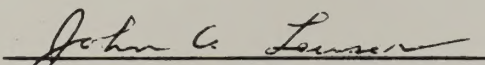
Comments:

HECFI's municipal contribution was under-expended by \$29,645 (see row 3, column 3 above) for the eleven month period ended November 30, 1997. This represents a decrease of \$24,857 in the under-expended amount reported to you last month for the ten month period ended October 31, 1997.

The over-expended municipal contribution of \$24,857 for the month of November arose primarily from a provision for the cost of terminating an employee.

The under-expended municipal contribution of \$29,645 for the eleven month period arose primarily due to a favourable budget variance of \$144,052 realized from HECFI's promotions/co-promotions. This is because a loss of \$133,332 was budgeted for the first eleven months of the year whereas a profit of \$10,720 was realized. Higher spending on maintenance and the previously noted provision for termination has largely offset this favourable result.

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their interest and debenture costs nor with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.


Mr. John A. Leuser, C.A.
Director of Finance and Administration

19 December 1997

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. **CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES**

	Annual 1997 Budget	Budgeted Operating Results For The Eleven Month Period Ended November 30, 1997	Actual Operating Results For The Eleven Month Period Ended November 30, 1997	Favourable/ (Unfavourable) Budget Variance Amount	%	Actual Operating Results For The Eleven Month Period Ended November 30, 1996
	(1)	(2)	(3)	(4)	(5)	(6)
REVENUE						
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,296,720	\$1,217,363	\$1,197,371	(\$19,992)	-1.6%	\$1,123,142
OTHER RENTALS	529,130	494,119	411,992	(82,127)	-16.6%	387,805
FOOD, BEVERAGE AND CONCESSIONS	2,378,510	2,112,782	2,250,170	137,388	6.5%	1,847,373
RECOVERIES	2,279,580	2,066,807	2,254,803	187,996	9.1%	2,144,996
BOX OFFICE	339,790	307,030	338,725	31,695	10.3%	346,183
OTHER	299,400	270,496	257,967	(12,529)	-4.6%	294,165
TOTAL REVENUE	\$7,123,130	\$6,468,597	\$6,711,028	\$242,431	3.7%	\$6,143,664
EXPENSES BY DEPARTMENT / SECTION						
OPERATIONS - ADMINISTRATION	\$286,800	\$262,102	\$270,323	(\$8,221)	-3.1%	\$257,752
FOOD AND BEVERAGE	1,929,600	1,741,465	1,777,652	(36,187)	-2.1%	1,643,646
EVENTS DELIVERY	2,724,740	2,463,577	2,632,805	(169,228)	-6.9%	2,542,470
BUILDING OPERATIONS	1,562,920	1,427,981	1,474,851	(46,870)	-3.3%	1,203,921
MARKETING AND PROMOTION	1,349,190	1,221,946	1,227,609	(5,663)	-0.5%	1,177,998
ADMINISTRATION - CEO/BOARD	429,900	393,013	393,208	(195)	-0.0%	369,822
PROFESSIONAL FEES	33,230	30,470	23,976	6,494	21.3%	18,018
FINANCE AND ADMINISTRATION	680,830	620,631	587,983	32,648	5.3%	576,898
BOX OFFICE	373,420	339,904	337,336	2,568	0.8%	330,106
INSURANCE	104,790	96,052	84,184	11,868	12.4%	107,660
TOTAL EXPENSES	\$9,475,420	\$8,597,141	\$8,809,927	(\$212,786)	-2.5%	\$8,228,291
EXCESS OF EXPENSE OVER REVENUE FROM OPERATIONS	\$2,352,290	\$2,128,544	\$2,098,899	\$29,645	1.4%	\$2,084,627
CONTRIBUTION FROM THE CITY	\$2,352,290	\$2,128,544	\$2,128,544	\$0	0.0%	\$2,155,270
UNDER EXPENDED MUNICIPAL CONTRIBUTION	\$0	\$0	\$29,645	\$29,645	0.0%	\$70,643

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their interest and debt service costs nor with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

Page 100

THE UNIVERSITY OF CALIFORNIA, BERKELEY

DEPARTMENT OF CHEMISTRY

RECEIVED

1964

1964

1964

1964

1964

1964

1964

1964

1964

1964

1964

1964

1964

1964

1964

1964

1964

1964

1964

1964

1964

1964

1964

1964

1964

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, February 13, 1998

9:00 a.m.

Hamilton Convention Centre - Room 314

ORDER OF BUSINESS

URBAN MUNICIPAL

FEB 11 1998

GOVERNMENT DOCUMENTS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks
2. Oath of Appointed Office : Citizen Appointees Attachment 2
3. Election of Officers
Appointment of Committee Membership Attachment 3
4. Standing Committee Terms of Reference Attachment 4
5. Board and Standing Committee Meeting Schedule Attachment 5

REGULAR BUSINESS ACTION ITEMS

INFORMATION ITEMS

6. Correspondence Attachment 6
7. Minutes of Regular Meeting Held January 30, 1998 Attachment 7
 - 7.1 Errors or Omissions
 - 7.2 Motion for Approval
8. Business Arising From the Minutes
9. Private and Confidential
10. New Business
11. Other Business
12. Date of Next Meeting: Friday, February 27, 1998
Breakfast at 8:30 a.m. - Meeting at 9:00 a.m. - Location: To Be Determined
13. Adjournment

OUTSTANDING BUSINESS

Nil

RECEIVED 8 JAN

1970

RECEIVED 8 JAN

MEMO TO: **H.E.C.F.I. BOARD OF DIRECTORS**

FROM: Gabe Macaluso Patricia Bennett
Managing Director/CEO Legislative Assistant

DATE: February 5, 1998

SUBJECT: **OATH OF APPOINTED OFFICE**

RECOMMENDATION:

THAT THE FOLLOWING CITIZENS, Messrs. John Nelson, Soheil Monzavi and Pat DeCaria, APPOINTED BY CITY COUNCIL AT ITS MEETING HELD 1998 JANUARY 27 TO SERVE ON THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. FOR A TERM TO EXPIRE 2000 DECEMBER 31, TAKE THE OATH OF APPOINTED OFFICE.

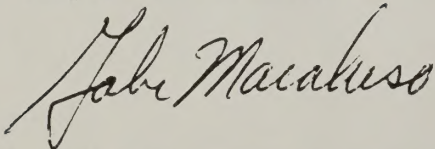
BACKGROUND:

- City Council, at its meeting held 1991 October 29 adopted the recommendation "*That citizens appointed by Council to Boards, Commissions and Committees be required to take an Oath of Appointed Office, similar to that taken by members of City Council...*" and "*... that the City Solicitor provide a briefing of the Conflict of Interest rules and their practical application to all successful applicants prior to assuming their appointed responsibilities.*"
- Mayor Morrow, or in his absence, the City Clerk will administer the Oath of Appointed Office as follows:

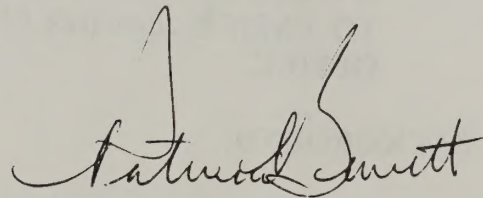
"I,....., do solemnly promise and declare that I will truly, faithfully and impartially, to the best of my knowledge and ability, execute the office of Member/Director of the Hamilton Entertainment and Convention Facilities Board, to which I have been appointed in this municipality, that I have not received and will not receive any payment or reward, or promise thereof, for the exercise of any partiality or malversation or other undue execution of such office, and that I have not by myself or partner, either directly or indirectly, any interest in any contract with or on behalf of the H.E.C.F.I. corporation except that arising out of my office as Member/Director.

- A copy of the City Solicitor's March 3, 1992 memorandum respecting Conflict of Interest Guidelines is attached.
- A copy of the *Municipal Conflict of Interest Act, 1983, February 1989* is also attached.

Respectfully submitted,



Gabe Macaluso
Managing Director/CEO



Patricia Bennett
Legislative Assistant

CORPORATION OF THE CITY OF HAMILTON

MEMORANDUM

TO: Member
Board/Committee
City of Hamilton

FROM: P. Noel Johnson
City Solicitor
Law Department

PHONE: 546-4520

SUBJECT: Conflict of Interest Guidelines

DATE: 1992 March 3

WELCOME TO PUBLIC SERVICE! By accepting the appointment to serve your community as a Citizen member in the City of Hamilton's Board/Committee structure, you will be subject to **ethical guidelines** that apply to Municipal Public service.

Those in public service must engender the public's confidence in exercising their authority in the best interests of that public, untouched by the perception of personal gain. The integrity of the member is not in question; each member, however, must ensure that their personal interests may not influence (or be perceived to influence) their public decisions.

To encourage citizens to participate in the democratic process and guide them through the issue of potential economic conflict between personal and public interest, the Province of Ontario has enacted rules set down in Statute (the Municipal Conflict of Interest Act); these rules have been interpreted by a growing volume of case law. This Statute is currently the subject of a report by the *Municipal Conflict of Interest Consultation Committee* to the Minister of Municipal Affairs (July 1991). This Committee has recommended a statement of purpose to clarify the intent of the legislation:

- ♦ to preserve the integrity of the local government decision-making process;
- to ensure that members' personal pecuniary interests do not affect their public duties;
- ♥ to ensure that members do not use their public office to further their personal pecuniary interests;
- ♣ to provide a procedure for disclosure of pecuniary interest and for withdrawal from the decision-making process where the personal pecuniary interest of a member may conflict with the public interest (where exceptions do not apply).

Government
of
Ontario



Gouvernement
de
l'Ontario

Municipal Conflict of Interest Act, 1983

Statutes of Ontario, 1983
Chapter 8

as amended by
1986, Chapter 64, s. 38 and
1988, Chapter 31, s. 17

Published by the
Ministry of the Attorney General

Printed by Dennis P. Caplisa,
Queen's Printer for Ontario

Loi de 1983 sur les conflits d'intérêts municipaux

Lois de l'Ontario de 1983
Chapitre 8

tel qu'il est modifié par
l'art. 38 du chap. 64 de 1986
et l'art. 17 du chap. 31
de 1988

Publié par le
ministère du Procureur général

Imprimé par Dennis P. Caplisa,
l'imprimeur de la Reine pour l'Ontario

OFFICE CONSOLIDATION

THIS CONSOLIDATION IS PREPARED FOR PURPOSES OF CONVENIENCE ONLY, AND FOR ACCURATE REFERENCE RECOURSE SHOULD BE HAD TO THE STATUTES.

THE FRENCH TEXT OF THIS ACT HAS NOT BEEN ENACTED BY THE LEGISLATIVE ASSEMBLY, BUT IT IS AN OFFICIAL TRANSLATION WHICH MAY BE ADMITTED IN EVIDENCE UNDER SUBSECTION 25 (2) OF THE EVIDENCE ACT, CHAPTER 145 OF THE REVISED STATUTES OF ONTARIO, 1980.

Additional copies of this and other Ontario Government publications are available from

Publications Ontario, 880 Bay St., Toronto for personal shopping. Out-of-town customers write to Publications Ontario, 5th Floor, 880 Bay St., Toronto M7A 1N8. Telephone (416) 965-8015 or toll free in Ontario 1-800-268-7540. In area code 807 dial 0-Zenith 67200. Hearing impaired call: (416) 965-8130 or toll-free in Ontario 1-800-268-7086. Mastercard and Visa accepted. Cheques and money orders payable to the Treasurer of Ontario. Prepayment required.

CHAPTER 8

Municipal Conflict of Interest Act, 1983

Definitions

1. In this Act.

- (a) "child" means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family; ("enfant")
- (b) "controlling interest" means the interest that a person has in a corporation when he beneficially owns, directly or indirectly, or exercises control or direction over, equity shares of the corporation carrying more than 10 per cent of the voting rights attached to all equity shares of the corporation for the time being outstanding; ("intérêts majoritaires")
- (c) "council" means the council of a municipality other than an improvement district and means the board of trustees of a municipality that is an improvement district; ("conseil")
- (d) "elector" means,
 - (i) in respect of a municipality, or a local board thereof, other than a school board, a person entitled to vote at a municipal election in the municipality, and
 - (ii) in respect of a school board, a person entitled to vote at the election of members of the school board; ("électeur")
- (e) "interest in common with electors generally" means a pecuniary interest in common with the electors within the area of jurisdiction and, where the matter under consideration affects only part of the area of jurisdiction, means a pecuniary interest in common with the electors within that part; ("intérêt commun à tous les électeurs")

- (f) "judge" means a judge of the county or district court of the county or district in which the municipality or the administrative or head office of the local board is situate, or if, through illness or absence there is no judge of that court able to act, a judge of the county or district court of a county or district that adjoins the county or district in which the municipality or the administrative or head office of the local board is situate; ("juge")
- (g) "local board" means a school board, board of directors of a children's aid society, committee of adjustment, committee of management of a community recreation centre, conservation authority, court of revision, land division committee, public utilities commission, public library board, board of management of an improvement area, board of park management, board of health, board of commissioners of police, planning board, district welfare administration board, trustees of a police village, board of trustees of a police village, board or committee of management of a home for the aged, suburban roads commission or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act in respect of any of the affairs or purposes, including school purposes, of a municipality or of two or more municipalities or parts thereof, but does not include a committee of management of a community recreation centre appointed by a school board, a local roads board, a local services board or a negotiating committee appointed under the *Municipal Boundary Negotiations Act, 1981*; ("conseil local")
- (h) "meeting" includes any regular, special, committee or other meeting of a council or local board, as the case may be; ("réunion")
- (i) "member" means a member of a council or of a local board; ("membre")
- (j) "municipality" means the corporation of a county, city, town, village, township or improvement district or of a metropolitan, regional or district municipality and a board, commission or other local authority exercising any power in respect of municipal affairs or purposes, including school purposes, in territory without municipal organization, but does not include a committee of management of a com-

munity recreation centre appointed by a school board, a local roads board or a local services board; ("municipalité")

- (k) "parent" means a person who has demonstrated a settled intention to treat a child as a member of his or her family whether or not that person is the natural parent of the child; ("père ou mère")
- (l) "school board" means a board of education, public school board, secondary school board, Roman Catholic separate school board or Protestant separate school board and includes a divisional board of education; ("conseil scolaire")
- (m) "senior officer" means the chairman or any vice-chairman of the board of directors, the president, any vice-president, the secretary, the treasurer or the general manager of a corporation or any other person who performs functions for the corporation similar to those normally performed by a person occupying any such office; ("dirigeant")
- (n) "spouse" means a person of the opposite sex to whom the person is married or with whom the person is living in a conjugal relationship outside marriage. ("conjoint") 1983, c. 8, s. 1; 1986, c. 64, s. 38.

Indirect
pecuniary
interest

2. For the purposes of this Act, a member has an indirect pecuniary interest in any matter in which the council or local board, as the case may be, is concerned, if,

- (a) he or his nominee,
 - (i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,
 - (ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or
 - (iii) is a member of a body,
 that has a pecuniary interest in the matter; or
- (b) he is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter. 1983, c. 8, s. 2.

Interest of
certain
relatives
deemed that
of member

3. For the purposes of this Act, the pecuniary interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member. 1983, c. 8, s. 3.

EXCEPTIONS

Where s. 3
does not
apply

4. Section 5 does not apply to a pecuniary interest in any matter that a member may have,

- (a) as a user of any public utility service supplied to him by the municipality or local board in like manner and subject to the like conditions as are applicable in the case of persons who are not members;
- (b) by reason of his being entitled to receive on terms common to other persons any service or commodity or any subsidy, loan or other such benefit offered by the municipality or local board;
- (c) by reason of his purchasing or owning a debenture of the municipality or local board;
- (d) by reason of his having made a deposit with the municipality or local board, the whole or part of which is or may be returnable to him in like manner as such a deposit is or may be returnable to all other electors;
- (e) by reason of having an interest in any property affected by a work under the *Drainage Act* or under the *Local Improvements Act*;
- (f) by reason of having an interest in farm lands that are exempted from taxation for certain expenditures under the *Assessment Act*;
- (g) by reason of the member being eligible for election or appointment to fill a vacancy, office or position in the council or local board when the council or local board is empowered or required by any general or special Act to fill such vacancy, office or position;
- (h) by reason only of his being a director or senior officer of a corporation incorporated for the purpose of carrying on business for and on behalf of the municipality or local board or by reason only of his being a member of a board, commission, or other body as an appointee of a council or local board;

R.S.O. 1980,
c. 126, 230

R.S.O. 1980,
c. 31

R.S.O. 1980,
c. 102

- (i) in respect of an allowance for attendance at meetings, or any other allowance, honorarium, remuneration, salary or benefit to which he may be entitled by reason of being a member or under a by-law passed pursuant to section 252 of the *Municipal Act*, or as a member of a volunteer fire brigade, as the case may be;
- (j) by reason of the member having a pecuniary interest which is an interest in common with electors generally; or
- (k) by reason only of an interest of the member which is so remote or insignificant in its nature that it cannot reasonably be regarded as likely to influence the member. 1983, c. 8, s. 4.

DUTY OF MEMBER

When
present at
meeting at
which matter
considered

5.—(1) Where a member, either on his own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, he,

- (a) shall, prior to any consideration of the matter at the meeting, disclose his interest and the general nature thereof;
- (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

Where
member is
leave closed
meeting

(2) Where the meeting referred to in subsection (1) is not open to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration.

When absent
from meeting
at which
matter
considered

(3) Where the interest of a member has not been disclosed as required by subsection (1) by reason of his absence from the meeting referred to therein, the member shall disclose his interest and otherwise comply with subsection (1) at the first meeting of the council or local board, as the case may be, attended by him after the meeting referred to in subsection (1). 1983, c. 8, s. 5.

RECORD OF DISCLOSURE

Disclosure to
be recorded
in minutes

6.—(1) Every declaration of interest and the general nature thereof made under section 5 shall, where the meeting is open to the public, be recorded in the minutes of the meeting by the clerk of the municipality or secretary of the committee or local board, as the case may be.

Idem

(2) Every declaration of interest made under section 5, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public. 1983, c. 8, s. 6.

REMEDY FOR LACK OF QUORUM

Quorum
deemed
constituted

7.—(1) Where the number of members who, by reason of the provisions of this Act, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, notwithstanding any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

Application
to judge

(2) Where in the circumstances mentioned in subsection (1), the remaining number of members who are not disabled from participating in the meeting is less than two, the council or local board may apply to a judge on an *ex parte* basis for an order authorizing the council or local board, as the case may be, to give consideration to, discuss and vote on the matter out of which the interest arises.

Power of
judge to
declare s. 5
not to apply

(3) The judge may, on an application brought under subsection (2), by order, declare that section 5 does not apply to the council or local board, as the case may be, in respect of the matter in relation to which the application is brought, and the council or local board thereupon may give consideration to, discuss and vote on the matter in the same manner as though none of the members had any interest therein, subject only to such conditions and directions as the judge may consider appropriate and so order. 1983, c. 8, s. 7.

ACTION WHERE CONTRAVENTION ALLEGED

Who may try
alleged
contravention
of s. 5 (1-3)

8. The question of whether or not a member has contravened subsection 5 (1), (2) or (3) may be tried and determined by a judge. 1983, c. 8, s. 8.

Who may
apply to
judge

9.—(1) Subject to subsection (3), an elector may, within six weeks after the fact comes to his knowledge that a member may have contravened subsection 5 (1), (2) or (3), apply to

the judge by way of originating notice of motion in the manner prescribed by the rules of court for a determination of the question of whether the member has contravened subsection 5 (1), (2) or (3).

Contents of
notice of
motion

(2) The elector in his notice of motion shall state the grounds for finding a contravention by the member of subsection 5 (1), (2) or (3).

Time for
bringing
application
limited

(3) No application shall be brought under subsection (1) after the expiration of six years from the time at which the contravention is alleged to have occurred. 1983, c. 8, s. 9.

Power of
judge to
declare seat
vacant,
disqualify
member and
require
restitution

10.—(1) Subject to subsection (2), where the judge determines that a member or a former member while he was a member has contravened subsection 5 (1), (2) or (3), he,

- (a) shall, in the case of a member, declare the seat of the member vacant; and
- (b) may disqualify the member or former member from being a member during a period thereafter of not more than seven years; and
- (c) may, where the contravention has resulted in personal financial gain, require the member or former member to make restitution to the party suffering the loss, or, where such party is not readily ascertainable, to the municipality or local board of which he is a member or former member.

Saving by
reason of
inadvertence
or bona fide
error

(2) Where the judge determines that a member or a former member while he was a member has contravened subsection 5 (1), (2) or (3), if the judge finds that the contravention was committed through inadvertence or by reason of a *bona fide* error in judgment, the member is not subject to having his seat declared vacant and the member or former member is not subject to being disqualified as a member, as provided by subsection (1).

Member
not to be
suspended

(3) The authority to disqualify a member in subsection (1) does not include the right to suspend a member. 1983, c. 8, s. 10.

Appeal to
Divisional
Court

11.—(1) An appeal lies from any order made under section 10 to the Divisional Court in accordance with the rules of court.

Judgment or
new trial

(2) The Divisional Court may give any judgment that ought to have been pronounced, in which case its decision is final, or

the Divisional Court may grant a new trial for the purpose of taking evidence or additional evidence and may remit the case to the trial judge or another judge and, subject to any directions of the Divisional Court, the case shall be proceeded with as if there had been no appeal.

Appeal from
order or new
trial

(3) Where the case is remitted to a judge under subsection (2), an appeal lies from the order of the judge to the Divisional Court in accordance with the provisions of this section. 1983, c. 8, s. 11.

Proceedings
not
invalidated
but voidable

12. The failure of any person to comply with subsection 5 (1), (2) or (3) does not of itself invalidate any proceedings in respect of any such matter but the proceedings in respect of such matter are voidable at the instance of the municipality or of the local board, as the case may be, before the expiration of two years from the date of the passing of the by-law or resolution authorizing such matter unless to make void the proceedings would adversely affect the rights of any person acquired under or by virtue of the proceedings who acted in good faith and without actual notice of the failure to comply with subsection 5 (1), (2) or (3). 1983, c. 8, s. 12.

Procedure
substituted
for quo
warranto
proceedings

13. Proceedings to declare a seat vacant or to disqualify a member or former member for conflict of interest, or to require a member or former member to make restitution where a contravention has resulted in personal financial gain, shall be had and taken only under the provisions of this Act. 1983, c. 8, s. 13.

GENERAL

Insurance
R.S.O. 1980,
c. 302

14.—(1) Notwithstanding section 248 of the *Municipal Act*, the council of every municipality may at any time pass by-laws,

(a) for contracting for insurance;

R.S.O. 1980,
c. 218

(b) notwithstanding the *Insurance Act*, to enable the municipality to act as an insurer; and

(c) for exchanging with other municipalities in Ontario reciprocal contracts of indemnity or inter-insurance in accordance with Part XIII of the *Insurance Act*,

to protect a member of the council or of any local board thereof who has been found not to have contravened section 5, against any costs or expenses incurred by the member as a result of a proceeding brought under this Act, and for paying on behalf of or reimbursing the member for any such costs or expenses.

R.S.O. 1980.
c. 218 does
not apply

(1a) The *Insurance Act* does not apply to a municipality acting as an insurer for the purposes of subsection (1).

Surplus funds
R.S.O. 1980.
c. 218

(1b) Notwithstanding subsections 340 (1) and (2) of the *Insurance Act*, any surplus funds and the reserve fund of a municipal reciprocal exchange may be invested only in such securities as a municipality may invest in under subsection 165 (2) of the *Municipal Act*.

R.S.O. 1980.
c. 302

Reserve
funds

(1c) The moneys raised for a reserve fund of a municipal reciprocal exchange may be expended, pledged or applied to a purpose other than that for which the fund was established if two-thirds of the municipalities that are members of the exchange together with two-thirds of the municipalities that previously were members of the exchange and that may be subject to claims arising while they were members of the exchange agree in writing and if section 339 of the *Insurance Act* is complied with. 1988, c. 31, s. 17.

Local boards

(2) A local board has the same powers to provide insurance for or to make payments to or on behalf of its members as are conferred upon the council of a municipality under this section in respect of its members.

Former
members

(3) A by-law passed under this section may provide that it applies to a person who was a member at the time the circumstances giving rise to the proceeding occurred but who, prior to the judgment in the proceeding, has ceased to be a member. 1983, c. 8, s. 14 (2, 3).

Conflict with
other Acts

15. In the event of conflict between any provision of this Act and any provision of any general or special Act, the provision of this Act prevails. 1983, c. 8, s. 15.

MEMO TO: **H.E.C.F.I. BOARD OF DIRECTORS**

FROM: Gabe Macaluso Patricia Bennett
Managing Director/CEO Legislative Assistant

DATE: February 5, 1998

SUBJECT: **ELECTION OF OFFICERS :
APPOINTMENT OF COMMITTEE MEMBERSHIP
VOTING PROCEDURES and BACKGROUND INFORMATION**

The following is voting criteria which is forwarded to you simply as a reminder of procedures to be followed during the election of officers and committee membership appointments:

- (i) Someone other than a Board Member must assume the Chair for the purpose of the election of the Chairman; thereafter the elections may be conducted by the newly elected Chairman;
- (ii) In respect of the election of the Chairman, First Vice-Chairman and Second Vice-Chairman, Bill Pr34 states as follows: clause 11 (4), "*At least one of the Chairman or First Vice-Chairman or second Vice-Chairman shall be a member of Council and at least one of them shall not be a Member of Council*"; and clause 11 (5), "*The Chairman, First Vice-Chairman and Second Vice-Chairman are eligible for re-election.*"
- (iii) Upon request by any Director of the Board, the balloting for elections shall be by secret ballot;
- (iv) Should only one person be nominated for a position then that person is declared elected by acclamation;
- (v) In order for an individual to become elected there must be a majority vote. If all members are not in attendance then the majority decreases accordingly;
- (vi) Should two or more individuals be nominated, no majority is reached and the individual with the least number of votes is dropped from the ballot. This procedure is continued until a majority is reached;

- (vii) Should a tie vote occur, a second ballot is taken. If the results of the second ballot remains a tie, the officer is elected by means of a draw by lot;
- (viii) Directors must be present in order to vote; proxy votes are not permitted;
- (vix) Directors may be elected/appointed if he/she is absent from the meeting. (A letter of acceptance or some other means of conveyance of acceptance should exist).
- (x) In respect of Standing Committees, H.E.C.F.I.'s By-Law No. 6 approved at the Board's February 8, 1993 Regular meeting, states as follows:

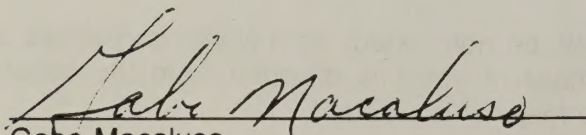
"Each Committee appointed shall be composed of not less than five (5) members of the Board, including the Mayor, the Chairman of the Board and three others.

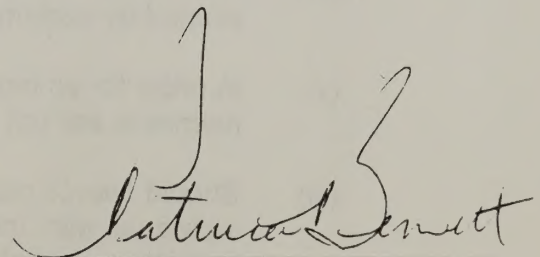
All Committee Members shall be appointed annually by the full Board at its meeting held immediately subsequent to the Annual Meeting.

A Chairman and a Vice-Chairman of each Standing Committee shall be elected by the full Board at its meeting held immediately subsequently to the Annual Meeting."

For your information enclosed is a record of officers and committee membership for the years 1995, 1996 and 1997.

Respectfully submitted,


Gabe Macaluso
Managing Director/CEO


Patricia Bennett
Legislative Assistant

1997
Board of Directors

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

Alderman Terry Anderson, Chair
Alderman Bob Charters, First Vice Chair
Mr. Gene Kay, Second Vice Chair
Mayor Robert Morrow
Alderman Henry Merling
Alderman Tom Jackson
Mrs. Mary Dow
Ms. Brenda Campbell
Mr. Andy Skrypniak
Mr. Fred Deys
Mr. Jasper Kujavsky
Mr. John Nelson
Mr. Sonny Monzavi
Mr. Bill Ingleby

OPERATIONS COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Alderman H. Merling, Committee Chair
Mr. J. Nelson, Committee Vice Chair
Alderman B. Charters
Mr. G. Kay
Mrs. M. Dow
Mr. J. Kujavsky
Mr. F. Deys
Ms. B. Campbell
Mr. B. Ingleby

MARKETING AND SALES COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mrs. M. Dow, Committee Chair
Mr. F. Deys, Committee Vice Chair
Mr. J. Kujavsky
Mr. J. Nelson
Ms. B. Campbell

FINANCE AND ADMINISTRATION COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. S. Monzavi, Committee Chair
Mr. A. Skrypniak, Committee Vice Chair
Mr. J. Kujavsky
Alderman T. Jackson

AUDIT COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. S. Monzavi, Committee Chair
Mr. A. Skrypniak, Committee Vice Chair
Mr. J. Kujavsky
Alderman T. Jackson

**1996
Board of Directors**

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

Alderman Terry Anderson, Chair
Alderman Bob Charters, First Vice Chair
Mr. Gene Kay, Second Vice Chair
Mayor Robert Morrow
Alderman Henry Merling
Alderman Tom Jackson
Mrs. Mary Dow
Ms. Brenda Campbell
Mr. Marvin Ryder
Mr. Fred Deys
Mr. Jasper Kujavsky
Mr. John Nelson
Mr. Sonny Monzavi
Mr. Bill Ingleby

OPERATIONS COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Alderman H. Merling, Committee Chair
Mr. J. Nelson, Committee Vice Chair
Alderman B. Charters
Mr. G. Kay
Mrs. M. Dow
Mr. J. Kujavsky
Mr. F. Deys
Ms. B. Campbell
Mr. B. Ingleby

FINANCE AND ADMINISTRATION COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. M. Ryder, Committee Chair
Mr. S. Monzavi, Committee Vice Chair
Mr. J. Kujavsky
Alderman T. Jackson

MARKETING AND SALES COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mrs. M. Dow, Committee Chair
Mr. F. Deys, Committee Vice Chair
Mr. M. Ryder
Mr. J. Kujavsky
Mr. J. Nelson
Ms. B. Campbell

AUDIT COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. M. Ryder, Committee Chair
Mr. S. Monzavi, Committee Vice Chair
Mr. J. Kujavsky
Alderman T. Jackson

1995
Board of Directors
Hamilton Entertainment and Convention Facilities Inc.

Mrs. Mary Dow, Chairman
Alderman T. Anderson, First Vice-Chairman
Alderman B. Charters, Second Vice-Chairman
Mayor R. Morrow
Alderman H. Merling
Alderman T. Jackson
Mr. G. Kay
Mr. W. J. Tidball
Mr. M. Ryder
Mr. S. J. Kujavsky
Mr. F. Deys
Mrs. J. Isbester
Mr. J. Nelson
Mr. S. Monzavi

OPERATIONS COMMITTEE

Mayor R. Morrow
Mrs. M. Dow, Board Chair
Alderman H. Merling, Committee Chair
Mr. F. Deys, Committee Vice-Chair
Alderman T. Anderson
Alderman B. Charters
Mr. G. Kay
Mr. W. Tidball
Mr. J. Nelson
Mrs. J. Isbester

MARKETING AND SALES COMMITTEE

Mayor R. Morrow
Mrs. M. Dow, Board Chair
Mr. M. Ryder, Committee Chair
Mr. J. Nelson, Committee Vice-Chair
Mrs. J. Isbester
Mr. J. Kujavsky
Mr. F. Deys

FINANCE AND ADMINISTRATION
COMMITTEE

Mayor R. Morrow
Mrs. M. Dow, Board Chair
Mrs. J. Isbester, Committee Chair
Mr. S. Monzavi, Committee Vice-Chair
Alderman T. Jackson
Mr. M. Ryder
Mr. J. Kujavsky

SPECIAL AUDIT COMMITTEE

Mayor R. Morrow
Mrs. M. Dow, Board Chair
Mrs. J. Isbester, Committee Chair
Mr. S. Monzavi, Committee Vice-Chair
Alderman T. Jackson
Mr. M. Ryder
Mr. J. Kujavsky

4

STANDING COMMITTEE TERMS OF REFERENCE

**H.E.C.F.I. MARKETING AND SALES COMMITTEE
TERMS OF REFERENCE**

1. a) Receive, review and recommend to the Board the Annual Marketing Plan;
 b) The Marketing Plan to include client services and public relations;
2. Receive, review and recommend to the Board for approval strategic plans for future;
3. Receive, review and recommend to the Finance and Administration Committee the annual operating budget;
4. Evaluate and make recommendations regarding community education, social and cultural activities related to performing arts;
5. Monitor activities and events to assess program balance, number of event days, and results of promotions and co-promotions;
6. Recommend to the Board all operational, capital and maintenance expenditures related to the Marketing and Sales Department within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
7. Monitor expenditures from the Provision for Promotions account for promotions and co-promotions;
8. Provide a monthly written report to the Board;
9. Perform other duties assigned by Board of Directors.

1998 February

H.E.C.F.I. OPERATIONS COMMITTEE TERMS OF REFERENCE

1. Receive, review and recommend to the Finance and Administration Committee the annual operating and capital budgets;
2. Recommend to the Board all capital, operations and maintenance expenditures within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
3. Review and recommend for approval all contract documents for tender and all contracts for services;
4. Monitor building and equipment to ensure optimum performance;
5. Monitor operations efficiency and effectiveness;
6. Review and recommend to the HECFI Board all matters pertaining to the provision of food and beverage in HECFI facilities as established by Board policy;
7. Provide a monthly written report to the Board;
8. Review reports provided by senior management regarding occupational health and safety issues and recommend appropriate actions to the Board of Directors relative to health and safety issues;
9. Recommend to the Board the disposition of the personnel contract of the director reporting through the Managing Director/CEO to the Operations Committee;
10. Perform other duties as assigned by Board of Directors.

1997 March

**H.E.C.F.I. FINANCE & ADMINISTRATION COMMITTEE
TERMS OF REFERENCE**

1. Oversee the financial affairs of the Hamilton Entertainment and Convention Facilities Inc. and the Hamilton Performing Arts Foundation Inc.;
2. Receive, review and recommend to the Board the annual operating budgets;
3. Receive, review and recommend to the Board the annual 10-year capital budget programmes;
4. Recommend to the Board all financial and administrative policies and personnel matters;
5. Oversee the Box Office/Ticketing Services for all HECFI facilities;
6. Recommend to the Board all operational, capital and maintenance expenditures related to the Finance and Administration department within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
7. Assume responsibility for the efficient management of funds;
8. Provide a monthly written report to the Board;
9. Recommend to the Board the disposition of the personnel contract of the director reporting through the Managing Director/CEO to the Finance & Administration Committee;
10. Perform other duties as assigned by Board of Directors.

5

MEMO TO:

H.E.C.F.I. BOARD OF DIRECTORS

FROM:

Gabe Macaluso
Managing Director/CEO

Patricia Bennett
Legislative Assistant

DATE:

February 5, 1998

SUBJECT:

BOARD AND STANDING COMMITTEE SCHEDULE

RECOMMENDATION:

THAT THE REGULAR MEETINGS OF THE BOARD TAKE PLACE DURING THE LAST WEEK OF THE MONTH; and

THAT THE STANDING COMMITTEES OF THE BOARD TAKE PLACE DURING THE WEEK PRECEDING THE REGULAR FULL BOARD MEETINGS; and

THAT THE BOARD ESTABLISH THE DAY AND TIME FOR EACH OF ITS MEETINGS.

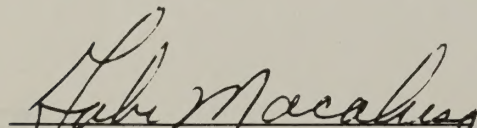
BACKGROUND:

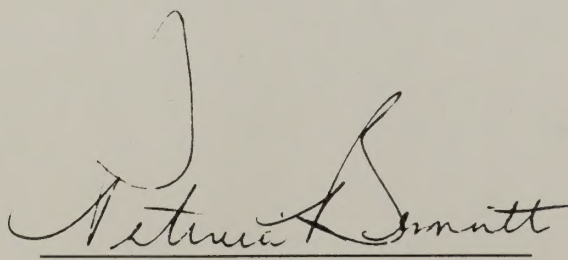
- Currently the Board and its Standing Committees meet as follows:

Regular Board	Last Friday of the month at 9:00 a.m.
All Standing Committees meet the week preceding the Regular Board	
Marketing & Sales	Wednesdays at 8:00 a.m.
Operations Committee	Wednesdays at 12:00 Noon
Finance & Administration	Thursdays at 12:00 Noon

- The schedule provides management's facilitation of the business of the Board on a timely basis; i.e. all Standing Committees meet the week prior to the Board ensuring that issues forwarded to the full Board are current.
- The current meeting schedule does not interfere with either of the City's or Regional's Standing Committee schedules.

Respectfully submitted,


Gabe Macaluso
Managing Director/CEO


Patricia Bennett
Secretary



McMASTER UNIVERSITY
School of Rehabilitation Science
Building T-16, Room 102
1280 Main St. W., Hamilton, Ont. L8S 4K1
Phone (905) 525-9140 ext 27806 Fax: (905) 524-0069

FEB 6 1998

6

January 19, 1998

Dear Sir or Madam,

On January 9, 1998, the fourth annual Charity Ball was held by the McMaster University Occupational and Physiotherapy Student Group. All proceeds from this years event were donated to the Chedoke-McMaster Spinal Cord Rehabilitation Program.

The Spinal Cord Rehabilitation Program serves the rehabilitative needs of individuals in the Hamilton-Health Sciences Region who have sustained spinal cord injuries. This Program was selected as our beneficiary because its services are closely associated with the professions of both Occupational and Physical Therapy.

We would like to take this opportunity to acknowledge your contribution to the Charity Ball. Thanks to your donation, this years event was extremely successful. The school was proud to present the Spinal Cord Rehabilitation Program with a cheque for \$4400.00. The funds provided will be used to purchase much needed equipment to assist with the rehabilitation program.

Once again, thank you for your support and generosity.

The 1997-1998 Charity Ball Committee.



REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Office of the Clerk

Robert C. Prowse, Clerk
Michael A. Rallo, Deputy Clerk

February 2, 1998

Mr. Gabe Macaluso
Managing Director/CEO
HECFI
1 Summers Lane
Hamilton, Ontario
L8P 4Y2

Dear Mr. Macaluso:

I would like to take this opportunity to personally and formally express my sincere appreciation to you and all your staff for contributing a great deal of time and effort to the success of the Regional Inaugural of December 8, 1997.

From the onset, your staff provided immeasurable assistance, cooperation and guidance in organizing this event. The ceremony had a truly remarkable ambience as a result of the cooperative efforts of the Hamilton Convention Centre staff and I am sure this will leave an indelible impression in the minds of those who attended.

To you and your family, warmest wishes for a prosperous New Year!

Warmest regards,

Lynda Sohal, A.M.C.T.(A)
Legislative Assistant

LS/

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

REGULAR BOARD OF DIRECTORS

Friday, January 30, 1998

9:00 a.m.

**Hamilton Convention Centre
Room 314**

MINUTES

PRESENT: Alderman T. Anderson, Chair
Alderman B. Charters, First Vice-Chair
Mr. G. Kay, Second Vice-Chair
Mayor R. Morrow
Alderman B. Kelly
Alderman R. Corsini
Mrs. M. Dow
Ms. B. Campbell
Mr. S. Monzavi
Mr. F. Deys
Mr. B. Ingleby
Mr. J. Nelson
Mr. J. Kujavsky
Mr. A. Skrypnjak

ALSO PRESENT: Mr. J. Leuser
Mr. B. Calder
Mr. S. Farrauto
Mr. R. Rakoczy

REGRETS: Gabe Macaluso (absent on business)

1. Opening Remarks

The Chair called the meeting to order at 9:05 a.m. Aldermen Bill Kelly and Ron Corsini were introduced and welcomed as the new Aldermanic representatives appointed to the H.E.C.F.I. Board. The Chair advised that this is the last formal meeting which Mr. Kujavsky would be attending and acknowledged his faithful and diligent work with the Board of Directors. Mr. Kujavsky will be honoured at the annual Chairman's Dinner. The Board was formally introduced to Mr. Rich Rakoczy, Hamilton Place Entertainment Programmer.

Three citizens were appointed to the HECFI Board at City Council's meeting of January 27th. Messrs. John Nelson and Sonny Monzavi were reappointed for a second term as well as new appointee, Mr. Pat DeCaria. All terms are for three years, expiring December 31, 2000.

A Special meeting of the Board will be called to take place within the next couple of weeks in order that the new appointees can take their Oath of Office and to conduct annual elections.

The Chair commended staff for their contribution towards a very successful month of January, specifically the Canadian Figure Skating Championships.

A. Operations Committee First Report of 1998

MOVED by Mr. Nelson, seconded by Ms. Campbell that

THE OPERATIONS COMMITTEE FIRST REPORT OF 1998 BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

Security Guard Services : Acceptance of Tender

THAT THE LOWEST TENDER SUBMITTED BY GROUP 4 C.P.S. LIMITED, HAMILTON, FOR THE PROVISION OF BUILDING SECURITY SERVICES AT THE HECFI FACILITIES FOR THE TERM COMMENCING 1998 FEBRUARY 1 TO 2000 DECEMBER 31, BE ACCEPTED; AND THAT THE COST OF THIS EXPENDITURE BE FINANCED FROM THE OPERATING BUDGET, ACCOUNT NOS. HE 56333 84401/84402/84403.

MOTION CARRIED.

B. Finance and Administration Committee First Report of 1998

The Finance and Administration Committee First Report of 1998 from its meeting held January 22, 1998 was received. It was

MOVED by Mr. Monzavi, seconded by Mr. Skrypniak that

Cheque Signing Authorities

THE SIGNING AUTHORITIES FOR CHEQUES ISSUED BY THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. BE HEREBY AUTHORIZED AS REQUIRING SIGNATURE FROM TWO (2) OF THE FOLLOWING:

- (i) Managing Director/Chief Executive Officer
- (ii) Director of Finance and Administration
- (iii) Comptroller
- (iv) Accounting Supervisor
- (v) Senior Finance Officer

OR ONE OF THE ABOVE, AND ONE OF THE FOLLOWING:

- (i) Chairman of the Board of Directors
- (ii) Director of Operations/Events Delivery
- (iii) Programming Manager
- (iv) Hospitality Programming/Sales Manager
- (v) Events Manager
- (vi) Events Supervisor
- (vii) Theatre Programmer
- (viii) Arena Programmer

MOTION CARRIED.

MOVED by Mr. Kay, seconded by Mr. Deys that

Compensation Benefits - Non-Union HECFI Salaried Employees

THE MORATORIUM ON NON-UNION SALARY INCREASES ENDORSED BY HECFI AND CITY COUNCIL EFFECTIVE 1993 JANUARY 1 BE LIFTED; and

THAT A 3.5% INCREASE BE IMPLEMENTED EFFECTIVE 1997 JULY 1, FOR NON-UNION CLASSIFICATIONS "15" AND BELOW (IE. ANNUAL SALARIES OF \$51,205.44 AND BELOW) TO REDUCE COMPRESSION, AND TO RETAIN EQUITY, WITH EQUIVALENT UNIONIZED POSITIONS; and

THAT A 1.5% SALARY INCREASE BE IMPLEMENTED EFFECTIVE 1997 JULY 1, FOR NON-UNION CLASSIFICATIONS "26" TO "16"; and

THAT THE REDUCED BENEFIT PLAN, PROVIDING FOR MEDICAL, DENTAL, GROUP LIFE, VISION AND EARLY RETIREMENT BENEFITS, NEGOTIATED WITH CUPE LOCAL 167, REPLACE THE CURRENT NON-UNION BENEFIT PLAN, EFFECTIVE 1997 DECEMBER 11, FOR ALL NON-UNION EMPLOYEES ELIGIBLE FOR BENEFIT COVERAGE.

MOTION CARRIED.

**C. Community Dinner: CYO Celebrity Dinner
February 26, 1998, Carmen's Banquet Centre**

MOVED by Mr. Kay, seconded by Mrs. Dow that

THAT THE HECFI BOARD OF DIRECTORS PURCHASE TWO TICKETS ON BEHALF OF THE CHAIR AND FIRST VICE-CHAIR TO ATTEND THE CYO CELEBRITY DINNER, THURSDAY, FEBRUARY 26, 1998 AT CARMEN'S BANQUET CENTRE AT A COST OF \$200.

Mr. Kujavsky proposed the following **amendment** to the foregoing motion, seconded by Mr. Kay:

THAT THE HECFI BOARD OF DIRECTORS PURCHASE TWO TICKETS ON BEHALF OF THE CHAIR AND THE CEO, OR HIS DESIGNATE, TO ATTEND THE CYO CELEBRITY DINNER, THURSDAY, FEBRUARY 26, 1998 AT CARMEN'S BANQUET CENTRE AT A COST OF \$200.

Amendment **CARRIED.**
Main **MOTION CARRIED.**

2. Correspondence

MOVED by Mr. Ingleby, seconded by Ms. Campbell that

CORRESPONDENCE FROM St. Joachim Catholic School Council; Good Shepherd Centres; Children's Hospital at Chedoke-McMaster; Williams Show Productions, Inc.; Haiti Auction Committee; A.M. Cunningham Home & School Association, BE RECEIVED.

MOTION CARRIED.

3. Minutes of Regular Meeting Held October 31, 1997

MOVED by Mr. Kay, seconded by Mrs. Dow that

THE MINUTES OF THE H.E.C.F.I. BOARD OF DIRECTORS REGULAR MEETING HELD OCTOBER 31, 1997 BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

4.1 Financial Summary for the Eleven Month Period Ended November 30, 1997

The Board received the financial results report Financial Summary for the Eleven Month Period Ended November 30, 1997. The Director of Finance and Administration advised that it is anticipated the 1997 Municipal Contribution by the City of Hamilton to HECFI will be underspent by approximately \$30,000.

A summary of events which took place surrounding the recent Nutcracker was provided by Mayor Morrow and Alderman Anderson. Mayor Morrow expressed his delight with the success of the event and that he looked forward to the Board's continued support during 1998.

5. Private and Confidential

MOVED by Alderman Charters, seconded by Mr. Kay that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 9:20 A.M.

MOTION CARRIED.

MOVED by Mr. Kay, seconded by Mr. Deys that

THE IN-CAMERA SESSION BE ADJOURNED AT 9:45 A.M.

MOTION CARRIED.

The following recommendation was carried:

H.E.C.F.I. and The Hamilton Bulldogs

MOVED by Mr. Monzavi, seconded by Mr. Deys that

THE AGREEMENTS BETWEEN H.E.C.F.I. AND THE HAMILTON BULLDOGS BE AMENDED TO GRANT THE BULLDOGS THE OPTION TO RENEW THE LICENCE AGREEMENT AND THE AGREEMENT FOR OFFICE SPACE FOR TWO, ONE YEAR PERIODS.

MOTION CARRIED.

6. New Business

Nil

7. Other Business

7.1 Chillers : Copps Coliseum

The Director of Operations/Events Delivery reported that the 150 tonne chiller is currently being repaired, will be delivered and installed during the coming weekend, and operable by Monday, February 2nd. The 80 tonne will then be sent for overhaul. City Council, at its January 27th meeting, approved funding for this maintenance work.

7.2 Jasper Kujavsky

Mr. Kujavsky spoke briefly concerning his membership on the Board; his continued interest in all aspects of the City of Hamilton and its potential for growth, which hopefully will include Canada's Music Hall of Fame. He requested that the Board consider revisiting the issues of (i) reorganization of the Board's meeting schedule to accommodate two full Board meetings per month, eliminating the Standing Committees; the installation of children's urinals at Copps Coliseum; and the serving of beer in the seating area of Copps Coliseum.

8. Date of Next Meeting

Annual Meeting : At the Call of the Chair (early February)

9. Adjournment

The meeting adjourned at 9:50 a.m.

TAKEN AS READ AND APPROVED

Alderman T. Anderson, Chair

Patricia Bennett, Secretary

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

URBAN MUNICIPAL

Wednesday, February 25, 1998

12:00 Noon

(Lunch Served at 11:30 a.m.)

FEB 25 1998

Hamilton Convention Centre - Room 314

ORDER OF BUSINESS

GOVERNMENT DOCUMENTS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

REGULAR BUSINESS ACTION ITEMS

A. Finance and Administration Committee Second Report

Attachment A

B. Operations Committee Second Report

Attachment B

INFORMATION ITEMS

2. Correspondence

Attachment 2

3. Minutes of Regular Meeting Held February 13, 1998

Attachment 3

3.1 Errors or Omissions

3.2 Motion for Approval

4. Business Arising From the Minutes

4.1 Financial Summary for the Twelve Month
Period Ended December 31, 1997

Attachment 4.1

5. Private and Confidential

6. New Business

7. Other Business

8. Date of Next Meeting: Wednesday, March 25, 1998
12:00 Noon (Lunch Served at 11:30 a.m.)
Hamilton Convention Centre, Room 314

9. Adjournment

OUTSTANDING BUSINESS

Nil

February 20, 1998

Patricia Bennett

Secretary to the Board of Directors

RECEIVED

RECEIVED

**FINANCE AND ADMINISTRATION COMMITTEE
SECOND REPORT OF 1998**

The Finance and Administration Committee presents its **SECOND** Report of 1998 from its meeting held February 17, 1998 and respectfully requests approval of the following recommendations:

1. 1998 to 2007 Provisional Capital Budget

THAT THE SUMMARY OF CAPITAL PROJECTS AS OUTLINED IN MANAGEMENT'S REPORT DATED FEBRUARY 6, 1998 BE CONSIDERED FOR INCLUSION IN THE TEN (10) YEAR 1998-2007 PROVISIONAL CAPITAL BUDGET PROGRAMME; and

THAT THESE CAPITAL PROJECTS BE REVIEWED BY THE CORPORATE MANAGEMENT TEAM FOR CONSIDERATION BY THE COMMITTEE OF THE WHOLE AND CITY COUNCIL.

2. Financing for the Ten (10) Year (1998-2007) Provisional Capital Budget Programme

THAT THE TEN (10) YEAR (1998-2007) PROVISIONAL CAPITAL BUDGET PROGRAMME BE FINANCED FROM HECFI's RESERVE FOR CAPITAL PROJECTS SUBJECT TO THE AVAILABILITY OF FUNDS IN THE RESERVE.

3. Capital Improvement Surcharge

THAT THE HAMILTON PLACE CAPITAL IMPROVEMENT SURCHARGE AMOUNT FOR THE GREAT HALL BE RAISED FROM \$1.00 (INCLUSIVE OF G.S.T.) TO \$1.50 (INCLUSIVE OF G.S.T.) FOR PERFORMANCES HAVING A TICKET PRICE IN EXCESS OF \$15.00; and

THAT THIS CHANGE BE IMPLEMENTED IMMEDIATELY FOR NEW EVENTS NOT YET CONTRACTED WITH THE PROVISION THAT ITS IMPLEMENTATION BE DELAYED UNTIL THE 1999 - 2000 SEASON FOR THOSE GROUPS WHO HAVE ALREADY SOLD SUBSCRIPTION OR SEASON TICKETS FOR THE UPCOMING 1998 - 1999 SEASON (E.G. OPERA HAMILTON).

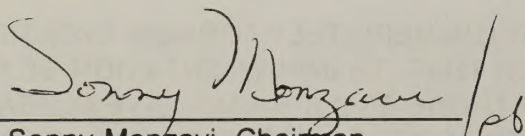
4. 1998 Operating Budget - Tentative Timetable and Process

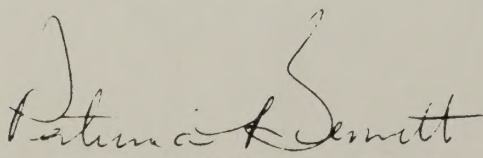
THAT THE FOLLOWING TENTATIVE TIMETABLE AND PROCESS BE
RECOMMENDED TO THE BOARD FOR APPROVAL:

March 13, 1998	The 1998 Marketing Plan be forwarded to all HECFI Board Members with an invitation to attend the Marketing and Sales Committee Meeting on March 19, 1998 for a full presentation of the 1998 Marketing Plan.
March 19, 1998 (12:00 noon)	A full presentation of the 1998 Marketing Plan be made to the Marketing and Sales Committee.
March 20, 1998	The 1998 Operating Budget be forwarded to all HECFI Board Members for their review prior to being presented to the full Board on March 25, 1998.
March 25, 1998 (12:00 noon)	A full presentation of the 1998 Operating Budget be made to the HECFI Board along with a recommendation from the Marketing and Sales Committee concerning the 1998 Marketing Plan.

NOTE: *The Operations and Marketing & Sales Committees endorsed the foregoing recommendation.*

Respectfully submitted,


Mr. Sonny Monzavi, Chairman


Patricia Bennett, Secretary

B

OPERATIONS COMMITTEE SECOND REPORT OF 1998

The Operations Committee presents the **SECOND** Report of 1998 from its meeting held February 18, 1998 and respectfully requests approval of the following recommendations:

1. 1998 - 2007 Provisional Capital Budget

THAT THE SUMMARY OF CAPITAL PROJECTS AS OUTLINED IN MANAGEMENT'S REPORT DATED FEBRUARY 6, 1998 BE AMENDED AS FOLLOWS:

- (i) **INCLUDE \$40,000. FOR HAMILTON PLACE WINDOW RETROFIT IN 1997; and**
- (ii) **DELETE \$135,000. FOR BARRIER FREE RENOVATIONS TO ALL THREE FACILITIES FROM 1997; and**
- (iii) **DELETE \$80,000. FOR THE RETROFIT OF COPPS COLISEUM SCOREBOARD FROM 1997; and**

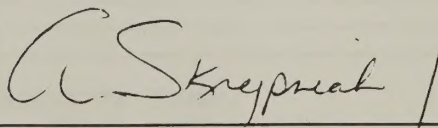
THAT THE ATTACHED AMENDED SUMMARY OF CAPITAL PROJECTS BE CONSIDERED FOR INCLUSION IN THE TEN (10) YEAR 1998-2007 PROVISIONAL CAPITAL BUDGET PROGRAMME; and

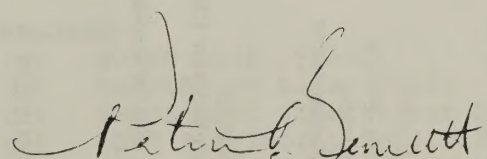
THAT THESE CAPITAL PROJECTS BE REVIEWED BY THE CORPORATE MANAGEMENT TEAM FOR CONSIDERATION BY THE COMMITTEE OF THE WHOLE AND CITY COUNCIL.

2. Provision of Janitorial Services - Acceptance of Tender

THAT THE TENDER SUBMITTED BY JANITORIAL DEVELOPMENT INC., HAMILTON FOR THE PROVISION OF JANITORIAL SERVICES AT THE HECFI FACILITIES FOR THE TERM COMMENCING 1998 MARCH 1 AND ENDING 2000 DECEMBER 31, BE ACCEPTED; AND THAT THE COST OF THIS EXPENDITURE BE FINANCED FROM THE OPERATING BUDGET, ACCOUNT NOS. HE 56362 83421/83422/83423.

Respectfully submitted,


Mr. Andy Skrypnia, Chair


Patricia Bennett, Secretary

IIAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. ~ ~ 1998 TO 2007 CAPITAL BUDGET PROGRAMME

<u>Project Description</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>
Replacements and Renovations for Facilities and Equipment	415	300	370	230	200	180	300	300	300	500-New
Hamilton Convention Centre: ~Roofing System Replacement ~Carpet Replacement					390	325				
Hamilton Place: ~Great Hall Seating Refurbishment ~Carpet Replacement		250	180-Delayed one year							
		205-Delayed one year							600	
Copps Coliseum: ~Refurbish Exterior Electronic Sign ~Roofing System Replacement			300							
TOTAL REQUEST	415	755	850	230	590	505	300	300	910	500
Approved 1997 to 2006	905	540	610	230	590	505	300	300	900	0
Over or (Under) Approved 1997 to 2006	(490)	215	240	0	0	0	0	0	0	500

The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Hamilton Entertainment and Convention Facilities Inc.

2. PROJECT SUMMARY:

- (a) Name (max. of 45 characters) Various Replacements and Renovations for Facilities and Equipment
(b) Type of Project Replacement/Renovation
(c) Location Hamilton Convention Centre/Hamilton Place/Copps Coliseum
(d) Scope/Description of Work Allowance for various replacements for and renovations to the facilities and equipment necessary to ensure that an acceptable state of repair is maintained. This allowance is established collectively for the three facilities. A summary of projects scheduled to be undertaken in 1998 is attached herewith.

(e) Remarks _____

3. REFERENCE TO RELATED PROJECTS:

- (a) Submitting Department N/A
(b) Project Name _____
(c) Start Year _____
(d) Net City Cost \$ _____

4. DEPARTMENT PRIORITY ORDER:

1 of 8

5. PROJECT JUSTIFICATION ("Yes" or "No"):

- (a) STRATEGIC DIRECTION
(Image of the City, Quality of Life, Transportation) _____
(b) HEALTH/SAFETY/ENVIRONMENT _____
(c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT _____
(d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period) _____
(e) ECONOMIC DEVELOPMENT _____
(f) MAINTAIN EXISTING SERVICE
(Roads, Buildings, Other basic infrastructure) X
(g) REDUCE ONGOING COST (Staffing and/or Operating Costs) _____
(h) GROWTH RELATED PROJECT _____

Describe Justification:

Facilities and equipment must be maintained to a high standard to achieve the needs and requirements of our customers and to operate in an efficient and effective manner.

6. FEASIBILITY STUDY:

- (a) START DATE (YEAR) _____
(b) COMPLETION DATE (YEAR) _____
(c) GROSS COST \$ _____

7. PROJECT:

- (a) START DATE (YEAR) 1998
(b) COMPLETION DATE (YEAR) 1998
(c) GROSS COST (Start Year Dollars) \$ 415,000.
(d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) \$ 0
(e) LESS OTHER RECEIPTS (Specify) _____ \$ 0
(f) NET CITY'S COST \$ 415,000.

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1998	\$ 415,000.	- 2003	\$ _____
- 1999	\$ _____	- 2004	\$ _____
- 2000	\$ _____	- 2005	\$ _____
- 2001	\$ _____	- 2006	\$ _____
- 2002	\$ _____	- 2007	\$ _____

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing	\$ _____
Building Operations & Maintenance	\$ _____
Other (specify) _____	\$ _____
GROSS COST (All Inclusive)	\$ 0
(b) LESS RECOVERY/REVENUE (specify) <u>Revenue from the</u>	\$ (36,000.)
<u>sale of display advertising signage.</u>	
(c) NET CITY'S COST	\$ (36,000.)

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name	<u>B. N. Calder, Director of Operations</u>
(b) Basis of assumptions	<u>Cost estimates provided by equipment suppliers and building contractors.</u>

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No _____ Yes X; if yes,

(a) PROJECT NO. (Per 1997-2006 Capital Budget Program)	<u>186.1</u>
(b) AT CITY'S COST OF	\$ <u>405,000.</u>
(c) SCHEDULED TO START IN THE YEAR	<u>1998</u>

[Signature]
Signature of Department Head/
Local Board Manager

Feb 19/98
Date

12. FUNDING (Treasury Department To Complete):

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes _____ No _____

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: \$ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: \$ _____

Note: all amounts rounded to the nearest thousand dollars

**PROJECT NAME: Various Replacements and Renovations for
Facilities and Equipment ~ 1998**

Facility/Project

Amount

Hamilton Convention Centre

a)	kitchen/banquet equipment	\$ 20,000.
b)	lighting renovations	20,000.
c)	interior identification and directional signage	50,000.

Hamilton Place

a)	window retrofit	40,000.
b)	refinish stage deck	50,000.
c)	replacement of lighting control and dimming system	125,000.

Copps Coliseum

a)	casual furniture replacement	10,000.
b)	display advertising signage	20,000.
c)	seating repairs	30,000.
d)	sound system renovations	50,000.

TOTAL \$415,000.

The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Hamilton Entertainment and Convention Facilities Inc.

2. PROJECT SUMMARY:
 - (a) Name (max. of 45 characters) Various Replacements and Renovations for Facilities and Equipment
 - (b) Type of Project Replacement/Renovation
 - (c) Location Hamilton Convention Centre/Hamilton Place/Copps Coliseum
 - (d) Scope/Description of Work Allowance for various replacements for and renovations to the facilities and equipment necessary to ensure that an acceptable state of repair is maintained. This allowance is established collectively for the three facilities. A summary of projects scheduled to be undertaken from 1999 to 2007 is attached herewith.
 - (e) Remarks _____

3. REFERENCE TO RELATED PROJECTS:
 - (a) Submitting Department N/A
 - (b) Project Name _____
 - (c) Start Year _____
 - (d) Net City Cost \$ _____

4. DEPARTMENT PRIORITY ORDER: # 2 of 8

5. PROJECT JUSTIFICATION ("Yes" or "No"):
 - (a) STRATEGIC DIRECTION
(Image of the City, Quality of Life, Transportation) _____
 - (b) HEALTH/SAFETY/ENVIRONMENT _____
 - (c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT _____
 - (d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period) _____
 - (e) ECONOMIC DEVELOPMENT _____
 - (f) MAINTAIN EXISTING SERVICE
(Roads, Buildings, Other basic infrastructure) X
 - (g) REDUCE ONGOING COST (Staffing and/or Operating Costs) _____
 - (h) GROWTH RELATED PROJECT _____

Describe Justification:
Facilities and equipment must be maintained to a high standard to achieve the needs and requirements of our customers and to operate in an efficient and effective manner.

6. FEASIBILITY STUDY:
 - (a) START DATE (YEAR) _____
 - (b) COMPLETION DATE (YEAR) _____
 - (c) GROSS COST \$ _____

7. PROJECT:
 - (a) START DATE (YEAR) 1999
 - (b) COMPLETION DATE (YEAR) 2007
 - (c) GROSS COST (Start Year Dollars) \$ 2,680,000.
 - (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) _____
 - (e) LESS OTHER RECEIPTS (Specify) _____
 - (f) NET CITY'S COST \$ 2,680,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1998	\$		- 2003	\$	<u>180,000.</u>
- 1999	\$	<u>300,000.</u>	- 2004	\$	<u>300,000.</u>
- 2000	\$	<u>370,000.</u>	- 2005	\$	<u>300,000.</u>
- 2001	\$	<u>230,000.</u>	- 2006	\$	<u>300,000.</u>
- 2002	\$	<u>200,000.</u>	- 2007	\$	<u>500,000.</u>

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing	\$	_____
Building Operations & Maintenance	\$	_____
Other (specify) _____	\$	_____
GROSS COST (All Inclusive)	\$	<u>0</u>
(b) LESS RECOVERY/REVENUE (specify) _____	\$	<u>0</u>
(c) NET CITY'S COST	\$	<u>0</u>

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name	<u>B. N. Calder, Director of Operations</u>
(b) Basis of assumptions	<u>Based on initial purchase and anticipated replacement/renovation costs.</u>

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No _____ Yes X; if yes,

(a) PROJECT NO. (Per 1997-2006 Capital Budget Program)	<u>186.2 to 186.9</u>
(b) AT CITY'S COST OF	\$ <u>2,120,000.</u>
(c) SCHEDULED TO START IN THE YEAR	<u>1999</u>

Hal Macaluso
Signature of Department Head/
Local Board Manager

Feb-19/98
Date

12. FUNDING (Treasury Department To Complete):

(a) NATURE OF PROPOSED FINANCING:	_____
(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:	
Yes _____ No _____	
(c) IF DEBENTURE FINANCING:	
(i) ANNUAL DEBENTURE FINANCING COST:	\$ _____
(ii) TOTAL CARRYING COST OF RETIRING DEBT:	\$ _____

Note: all amounts rounded to the nearest thousand dollars

PROJECT NAME: Various Replacements and Renovations for Facilities and Equipment ~ 1999 to 2007

<u>Facility/Project</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>
<u>A. Convention Centre</u>									
1. kitchen/banquet equipment		50	50						
2. casual furniture/ furnishings	40								
3. major repairs, renovations, equipment replacement	80	30		70	40	100	100	100	160
SUB TOTAL	120	80	50	70	40	100	100	100	160
<u>B. Hamilton Place</u>									
1. window retrofit	60	60							
2. major repairs, renovations, equipment replacement	60	30	30	30	30	100	100	100	180
SUB TOTAL	120	90	30	30	30	100	100	100	180

PROJECT NAME: Various Replacements and Renovations for Facilities and Equipment

Page 2

<u>Facility/Project</u>	<u>1992</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>
<u>C. Copps Coliseum</u>									
1. casual furniture/ furnishings			50						
2. seating	35	100		40			45		
3. lighting control system					50				95
4. sound system									
5. wireless microphone system; box offices						100	55	100	65
6. major repairs, renovations, equipment replacement	25	40	100	60	60				
SUB TOTAL	60	140	150	100	110	100	100	100	160
GRAND TOTAL	300	370	230	200	180	300	300	300	500

The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Hamilton Entertainment and Convention Facilities Inc.

2. PROJECT SUMMARY:
 - (a) Name (max. of 45 characters) Hamilton Place - Great Hall Seating Refurbishment
 - (b) Type of Project Renovation
 - (c) Location Hamilton Place
 - (d) Scope/Description of Work Refurbishment of permanent seating in the Great Hall. Seating to be re-upholstered, cushions replaced where necessary and all worn mechanisms refitted. Barrier-free seating area to be incorporated into orchestra level seating area.
 - (e) Remarks _____

3. REFERENCE TO RELATED PROJECTS:
 - (a) Submitting Department N/A
 - (b) Project Name _____
 - (c) Start Year _____
 - (d) Net City Cost \$ _____

4. DEPARTMENT PRIORITY ORDER: # 3 of 8

5. PROJECT JUSTIFICATION ("Yes" or "No"):
 - (a) STRATEGIC DIRECTION
(Image of the City, Quality of Life, Transportation) _____
 - (b) HEALTH/SAFETY/ENVIRONMENT _____
 - (c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT _____
 - (d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period) _____
 - (e) ECONOMIC DEVELOPMENT _____
 - (f) MAINTAIN EXISTING SERVICE
(Roads, Buildings, Other basic infrastructure) X
 - (g) REDUCE ONGOING COST (Staffing and/or Operating Costs) _____
 - (h) GROWTH RELATED PROJECT _____

Describe Justification:
The fixed, permanent seating in the Great Hall is in excess of 20 years in service. Refurbishment is required for our patrons' comfort and enjoyment and to further our image as a first class theatre facility.

6. FEASIBILITY STUDY:
 - (a) START DATE (YEAR) _____
 - (b) COMPLETION DATE (YEAR) _____
 - (c) GROSS COST \$ _____

7. PROJECT:
 - (a) START DATE (YEAR) 1999
 - (b) COMPLETION DATE (YEAR) 2000
 - (c) GROSS COST (Start Year Dollars) \$ 430,000.
 - (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) \$ 0
 - (e) LESS OTHER RECEIPTS (Specify) _____ \$ 0
 - (f) NET CITY'S COST \$ 430,000.

The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1998	\$	_____	- 2003	\$	_____
- 1999	\$	250,000.	- 2004	\$	_____
- 2000	\$	180,000.	- 2005	\$	_____
- 2001	\$	_____	- 2006	\$	_____
- 2002	\$	_____	- 2007	\$	_____

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing	\$	_____
Building Operations & Maintenance	\$	_____
Other (specify) _____	\$	_____
GROSS COST (All Inclusive)	\$	0
(b) LESS RECOVERY/REVENUE (specify) _____	\$	0
(c) NET CITY'S COST	\$	0

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name B. N. Calder, Director of Operations
(b) Basis of assumptions A unit cost of \$180. per seat to refurbish and an amount of approximately \$30,000. to undertake barrier free renovations has been used to develop this estimate.

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No _____ Yes X; if yes,

(a) PROJECT NO. (Per 1997-2006 Capital Budget Program)	187.0
(b) AT CITY'S COST OF	\$ 540,000.
(c) SCHEDULED TO START IN THE YEAR	1998

[Signature]
Signature of Department Head/
Local Board Manager

10-24-97
Date

12. FUNDING (Treasury Department To Complete):

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes _____ No _____

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: \$ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: \$ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Hamilton Entertainment and Convention Facilities Inc.

2. PROJECT SUMMARY:
 - (a) Name (max. of 45 characters) Hamilton Place - Carpet Replacement
 - (b) Type of Project Replacement
 - (c) Location Hamilton Place
 - (d) Scope/Description of Work Replace approximately 4,500 square yards of floor carpeting at Hamilton Place. A unit price of \$45.00 per square yard is budgeted for removal, supply and installation.
 - (e) Remarks _____

3. REFERENCE TO RELATED PROJECTS:
 - (a) Submitting Department N/A
 - (b) Project Name _____
 - (c) Start Year _____
 - (d) Net City Cost \$ _____

4. DEPARTMENT PRIORITY ORDER: # 4 of 8

5. PROJECT JUSTIFICATION ("Yes" or "No"):
 - (a) STRATEGIC DIRECTION
(Image of the City, Quality of Life, Transportation) _____
 - (b) HEALTH/SAFETY/ENVIRONMENT _____
 - (c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT _____
 - (d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period) _____
 - (e) ECONOMIC DEVELOPMENT _____
 - (f) MAINTAIN EXISTING SERVICE
(Roads, Buildings, Other basic infrastructure) X
 - (g) REDUCE ONGOING COST (Staffing and/or Operating Costs) _____
 - (h) GROWTH RELATED PROJECT _____

Describe Justification:
Building furnishings must be replaced to ensure that the facility is kept in an acceptable state of repair and to improve and update the appearance of the facility.

6. FEASIBILITY STUDY:
 - (a) START DATE (YEAR) _____
 - (b) COMPLETION DATE (YEAR) _____
 - (c) GROSS COST \$ _____

7. PROJECT:
 - (a) START DATE (YEAR) 1999
 - (b) COMPLETION DATE (YEAR) 1999
 - (c) GROSS COST (Start Year Dollars) \$ 205,000.
 - (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) \$ 0
 - (e) LESS OTHER RECEIPTS (Specify) _____ \$ 0
 - (f) NET CITY'S COST \$ 205,000.

The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1998	\$ _____	- 2003	\$ _____
- 1999	\$ <u>205,000.</u>	- 2004	\$ _____
- 2000	\$ _____	- 2005	\$ _____
- 2001	\$ _____	- 2006	\$ _____
- 2002	\$ _____	- 2007	\$ _____

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing	\$ _____
Building Operations & Maintenance	\$ _____
Other (specify) _____	\$ _____
GROSS COST (All Inclusive)	\$ <u>0</u>
(b) LESS RECOVERY/REVENUE (specify) _____	\$ <u>0</u>
(c) NET CITY'S COST	\$ <u>0</u>

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name	<u>B. N. Calder, Director of Operations</u>
(b) Basis of assumptions	<u>Cost estimates developed through experience with carpet replacements at the facilities.</u>

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No _____ Yes X; if yes,

(a) PROJECT NO. (Per 1997-2006 Capital Budget Program)	<u>188.0</u>
(b) AT CITY'S COST OF	\$ <u>200,000.</u>
(c) SCHEDULED TO START IN THE YEAR	<u>1998</u>

[Signature]
Signature of Department Head/
Local Board Manager

Date

12. FUNDING (Treasury Department To Complete):

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:
Yes _____ No _____

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST:	\$ _____
(ii) TOTAL CARRYING COST OF RETIRING DEBT:	\$ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Hamilton Entertainment and Convention Facilities Inc.

2. PROJECT SUMMARY:

- (a) Name (max. of 45 characters) Copps Coliseum - Modify and Refurbish Exterior Electronic Sign
- (b) Type of Project Renovation
- (c) Location Copps Coliseum
- (d) Scope/Description of Work Renovations to the exterior sign so as to increase the number of advertising panels from 3 to 12. Rotating tri-sided panels will replace the three existing fixed panels; fixed panels will be added to the base of the pylon. Replacement of the electronic message centres with new, full colour displays.
- (e) Remarks _____

3. REFERENCE TO RELATED PROJECTS:

- (a) Submitting Department N/A
- (b) Project Name _____
- (c) Start Year _____
- (d) Net City Cost \$ _____

4. DEPARTMENT PRIORITY ORDER:

5 of 8

5. PROJECT JUSTIFICATION ("Yes" or "No"):

- (a) STRATEGIC DIRECTION
(Image of the City, Quality of Life, Transportation) _____
- (b) HEALTH/SAFETY/ENVIRONMENT _____
- (c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT _____
- (d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period) _____
- (e) ECONOMIC DEVELOPMENT _____
- (f) MAINTAIN EXISTING SERVICE
(Roads, Buildings, Other basic infrastructure) X
- (g) REDUCE ONGOING COST (Staffing and/or Operating Costs) _____
- (h) GROWTH RELATED PROJECT _____

Describe Justification:

The revenue generating potential from the sale of advertising space will be increased. Also, a building accessory will be maintained to ensure trouble-free operation and current technology.

6. FEASIBILITY STUDY:

- (a) START DATE (YEAR) _____
- (b) COMPLETION DATE (YEAR) _____
- (c) GROSS COST \$ _____

7. PROJECT:

- (a) START DATE (YEAR) 2000
- (b) COMPLETION DATE (YEAR) 2000
- (c) GROSS COST (Start Year Dollars) \$ 300,000.
- (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) \$ 0
- (e) LESS OTHER RECEIPTS (Specify) _____ \$ 0
- (f) NET CITY'S COST \$ 300,000.

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1998	\$ _____	- 2003	\$ _____
- 1999	\$ _____	- 2004	\$ _____
- 2000	\$ 300,000.	- 2005	\$ _____
- 2001	\$ _____	- 2006	\$ _____
- 2002	\$ _____	- 2007	\$ _____

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing	\$ _____
Building Operations & Maintenance	\$ _____
Other (specify) _____	\$ _____
GROSS COST (All Inclusive)	\$ 0
(b) LESS RECOVERY/REVENUE (specify) <u>Unable to</u>	\$ 0 *
<u>estimate additional revenue from the sale of</u>	
<u>advertising space at this time.</u>	
(c) NET CITY'S COST	\$ 0

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name	<u>B. N. Calder, Director of Operations</u>
(b) Basis of assumptions	<u>Cost estimate provided by contractor.</u>

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No _____ Yes X; if yes,

(a) PROJECT NO. (Per 1997-2006 Capital Budget Program)	<u>189.0</u>
(b) AT CITY'S COST OF	\$ <u>300,000.</u>
(c) SCHEDULED TO START IN THE YEAR	<u>2000</u>

[Signature]
Signature of Department Head/
Local Board Manager

Nov 24 97
Date

12. FUNDING (Treasury Department To Complete):

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes _____ No _____

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: \$ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: \$ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Hamilton Entertainment and Convention Facilities Inc.

2. PROJECT SUMMARY:

- (a) Name (max. of 45 characters) Hamilton Convention Centre - Carpet Replacement
- (b) Type of Project Replacement
- (c) Location Hamilton Convention Centre
- (d) Scope/Description of Work Replace approximately 6,500 square yards of floor carpeting at the Convention Centre. A unit price of \$50.00 per square yard is budgeted for removal, supply and installation. Replacement will be necessary to improve and update the appearance of the facility.
- (e) Remarks _____

3. REFERENCE TO RELATED PROJECTS:

- (a) Submitting Department N/A
- (b) Project Name _____
- (c) Start Year _____
- (d) Net City Cost \$ _____

4. DEPARTMENT PRIORITY ORDER:

7 of 8

5. PROJECT JUSTIFICATION ("Yes" or "No"):

- (a) STRATEGIC DIRECTION
(Image of the City, Quality of Life, Transportation) _____
- (b) HEALTH/SAFETY/ENVIRONMENT _____
- (c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT _____
- (d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period) _____
- (e) ECONOMIC DEVELOPMENT _____
- (f) MAINTAIN EXISTING SERVICE
(Roads, Buildings, Other basic infrastructure) X
- (g) REDUCE ONGOING COST (Staffing and/or Operating Costs) _____
- (h) GROWTH RELATED PROJECT _____

Describe Justification:

Building furnishings must be replaced to ensure that the facility is kept in an acceptable state of repair.

6. FEASIBILITY STUDY:

- (a) START DATE (YEAR) _____
- (b) COMPLETION DATE (YEAR) _____
- (c) GROSS COST \$ _____

7. PROJECT:

- (a) START DATE (YEAR) 2003
- (b) COMPLETION DATE (YEAR) 2003
- (c) GROSS COST (Start Year Dollars) \$ 325,000.
- (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) \$ 0
- (e) LESS OTHER RECEIPTS (Specify) _____ \$ 0
- (f) NET CITY'S COST \$ 325,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

**1998-2007 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM**

PROJECT NUMBER _____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1998	\$ _____	- 2003	\$ <u>325,000.</u>
- 1999	\$ _____	- 2004	\$ _____
- 2000	\$ _____	- 2005	\$ _____
- 2001	\$ _____	- 2006	\$ _____
- 2002	\$ _____	- 2007	\$ _____

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing	\$ _____
Building Operations & Maintenance	\$ _____
Other (specify) _____	\$ _____
GROSS COST (All Inclusive)	\$ <u>0</u>
(b) LESS RECOVERY/REVENUE (specify) _____	\$ <u>0</u>
(c) NET CITY'S COST	\$ <u>0</u>

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name	<u>B. N. Calder, Director of Operations</u>
(b) Basis of assumptions	<u>Cost estimate developed through experience with this same project at the Convention Centre.</u>

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No Yes X; if yes,

(a) PROJECT NO. (Per 1997-2006 Capital Budget Program)	<u>191.0</u>
(b) AT CITY'S COST OF	\$ <u>325,000.</u>
(c) SCHEDULED TO START IN THE YEAR	<u>2003</u>

Bob Macaluso
Signature of Department Head/
Local Board Manager

Jul-24/97
Date

12. FUNDING (Treasury Department To Complete):

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes No

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: \$ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: \$ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Hamilton Entertainment and Convention Facilities Inc.

2. PROJECT SUMMARY:

- (a) Name (max. of 45 characters) Copps Coliseum - Roofing System Replacement
- (b) Type of Project Replacement
- (c) Location Copps Coliseum
- (d) Scope/Description of Work Replacement of inverted membrane low roof system and exposed membrane high roof system at Copps Coliseum. By 2006, these systems will have been in service 20 years and replacement should be scheduled for that time.
- (e) Remarks _____

3. REFERENCE TO RELATED PROJECTS:

- (a) Submitting Department N/A
- (b) Project Name _____
- (c) Start Year _____
- (d) Net City Cost \$ _____

4. DEPARTMENT PRIORITY ORDER:

8 of 8

5. PROJECT JUSTIFICATION ("Yes" or "No"):

- (a) STRATEGIC DIRECTION
(Image of the City, Quality of Life, Transportation) _____
- (b) HEALTH/SAFETY/ENVIRONMENT _____
- (c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT _____
- (d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period) _____
- (e) ECONOMIC DEVELOPMENT _____
- (f) MAINTAIN EXISTING SERVICE
(Roads, Buildings, Other basic infrastructure) X
- (g) REDUCE ONGOING COST (Staffing and/or Operating Costs) _____
- (h) GROWTH RELATED PROJECT _____

Describe Justification:

Vital building component must be maintained so as to ensure that the building envelope is kept in an acceptable state of repair.

6. FEASIBILITY STUDY:

- (a) START DATE (YEAR) _____
- (b) COMPLETION DATE (YEAR) _____
- (c) GROSS COST \$ _____

7. PROJECT:

- (a) START DATE (YEAR) 2006
- (b) COMPLETION DATE (YEAR) 2006
- (c) GROSS COST (Start Year Dollars) \$ 600,000.
- (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) \$ 0
- (e) LESS OTHER RECEIPTS (Specify) _____ \$ 0
- (f) NET CITY'S COST \$ 600,000.

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM
PROJECT SUBMISSION FORM

PROJECT NUMBER _____
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1998	\$ _____	- 2003	\$ _____
- 1999	\$ _____	- 2004	\$ _____
- 2000	\$ _____	- 2005	\$ _____
- 2001	\$ _____	- 2006	\$ 600,000.
- 2002	\$ _____	- 2007	\$ _____

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing	\$ _____
Building Operations & Maintenance	\$ _____
Other (specify) _____	\$ _____
GROSS COST (All Inclusive)	\$ 0
(b) LESS RECOVERY/REVENUE (specify) _____	\$ 0
(c) NET CITY'S COST	\$ 0

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name	<u>B. N. Calder, Director of Operations</u>
(b) Basis of assumptions	<u>Allowance established based on original construction contract value.</u>

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No _____ Yes X; if yes,

(a) PROJECT NO. (Per 1997-2006 Capital Budget Program)	<u>192.0</u>
(b) AT CITY'S COST OF	\$ <u>600,000.</u>
(c) SCHEDULED TO START IN THE YEAR	<u>2006</u>

John Macaluso
Signature of Department Head/
Local Board Manager

Mar 24/97
Date

12. FUNDING (Treasury Department To Complete):

(a) NATURE OF PROPOSED FINANCING: _____

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes _____ No _____

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: \$ _____

(ii) TOTAL CARRYING COST OF RETIRING DEBT: \$ _____

Note: all amounts rounded to the nearest thousand dollars

Mother's
Day
Telethon



FEB 13 1998

February 5, 1998

Mr. Gabe Macaluso
Hamilton Convention Centre
10 MacNab Street South
Hamilton ON L8P 4Y3

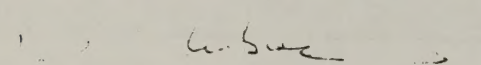
Dear Mr. Macaluso:

The TD Bank and the Children's Hospital would like to take this opportunity to thank you for your support with "Smiles on Ice" hockey game at Copps Coliseum, Friday, January 23, 1998.

The evening was very successful, raising over \$30,000 for the Children's Hospital with record high attendance for the Hamilton Bulldogs at 8,210. Your donation of the HECFI BOX for this event was greatly appreciated.

Thank you again for your terrific support of "Smiles on Ice" and the Children's Hospital.

Yours truly,


Debbie Strybosch
Corporate Sponsorship
Mother's Day Telethon

Smiles
Children's Hospital

1200 Main Street West, Box 2000, Hamilton, Ontario L8N 3Z5 • (905) 521-2100 • Fax (905) 521-9920
Foundation Home Page www.cmhf.on.ca • Telethon Home Page www.smiles.interlynx.net

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

REGULAR MEETING OF THE BOARD OF DIRECTORS

Friday, February 13, 1998

9:00 a.m.

Hamilton Convention Centre, Room 314

MINUTES

PRESENT:

Alderman T. Anderson, Chair
Alderman B. Charters, First Vice-Chair
Mr. G. Kay, Second Vice-Chair
Mayor R. Morrow
Alderman R. Corsini
Alderman B. Kelly
Mrs. M. Dow
Mr. S. Monzavi
Mr. J. Nelson
Mr. W. Ingleby
Mr. A. Skrypniak
Mr. F. Deys
Mr. P. DeCaria

ALSO PRESENT:

Mr. G. Macaluso
Mr. J. Leuser
Mr. J. van den Heuvel
Mr. S. Farrauto

GUEST:

Mr. R. DesNoyers, CUP

REGRETS:

Ms. B. Campbell

1. Opening Remarks

Alderman Anderson opened the Regular Session at 9:06 a.m. and stepped away from the Chair. The Secretary of the Board then briefly assumed the Chair.

2. Oath of Appointed Office : Citizen Appointees

Prior to leading the citizen appointees in taking their Oaths, Mayor Robert Morrow acknowledged the positive impact which the HECFI facilities have had on the downtown core and emphasized that during redevelopment of the downtown, HECFI will continue to play a dynamic and important role. To meet the demands of the future, the role of the three facilities and that of the Board of Directors must be further enhanced. The Mayor commended Gabe Macaluso for his contribution and accomplishments in bringing events to the City.

In welcoming the citizen appointees the Mayor reiterated that the HECFI Board of Directors through its management of the three facilities, plays a pivotal role in the overall dynamics of the City's downtown area. Mayor Morrow administered the Oath of Appointed Office to newly appointed citizen member, Mr. Pat DeCaria, and to Messrs. Nelson and Monzavi who were reappointed to the Board for a three year term, expiring 2000 December 31.

3. Election of Officers
Appointment of Committee Membership

The Secretary of the Board called for nominations for the position of Chairman of the Board.

Mr. Kay moved the nomination of Alderman Anderson; it was seconded by Mr. Ingleby. Mr. Deys moved that nominations be closed; Mrs. Dow seconded the motion.

ALDERMAN TERRY ANDERSON WAS ELECTED TO THE POSITION OF CHAIRMAN OF THE BOARD BY ACCLAMATION.

Alderman Anderson took the Chair and thanked everyone for their support. He stated that he looks forward to the coming year and all of its challenges. With the rejuvenation of the downtown core of prime importance, HECFI will continue working side-by-side with the Region's Economic Development Department whenever possible to bring events and people into Hamilton. The two entities will continue to collaborate on all feasible projects, including the facilities management software. Every effort will be made to include the downtown hoteliers in decision-making processes which directly impact on their hospitality businesses.

Mr. Gene Kay commended Alderman Anderson for his past year's term as Chairman of the Board.

MOVED by Mr. Monzavi, seconded by Alderman Corsini that

ALL BALLOTS BE DESTROYED AT THE CONCLUSION OF THE ELECTION PROCESS.

MOTION CARRIED.

First Vice-Chairman

Mr. Deys moved the nomination of Alderman Charters; it was seconded by Alderman Corsini. Mr. Ingleby moved that the nominations be closed; Mrs. Dow seconded the motion.

ALDERMAN BOB CHARTERS WAS ELECTED TO THE POSITION OF FIRST VICE-CHAIR BY ACCLAMATION.

Second Vice-Chairman

Mr. Skrypniak moved the nomination of Gene Kay; it was seconded by Mrs. Dow. Alderman Charters moved that the nominations be closed; Alderman Kelly seconded the motion.

GENE KAY WAS ELECTED TO THE POSITION OF SECOND VICE-CHAIR BY ACCLAMATION.

Operations Committee / Chair

Mr. Ingleby moved the nomination of John Nelson; it was seconded by Alderman Kelly. Mr. Monzavi moved the nomination of Andy Skrypniak; it was seconded by Mrs. Dow. Mr. Kay moved that the nominations be closed; Mrs. Dow seconded the motion.

ANDY SKRYPNIAK WAS ELECTED TO THE POSITION OF CHAIR OF THE OPERATIONS COMMITTEE.

Marketing and Sales Committee / Chair

Mr. Skrypniak moved the nomination of Mary Dow; it was seconded by Mr. Kay. Mr. Monzavi moved that the nominations be closed; Alderman Corsini seconded the motion.

MARY DOW WAS ELECTED TO THE POSITION OF CHAIR OF THE MARKETING AND SALES COMMITTEE BY ACCLAMATION.

Finance and Administration Committee / Chair

Mr. Deys moved the nomination of Sonny Monzavi; it was seconded by Mr. Nelson. Mr. Ingleby moved that the nominations be closed; Mr. Kay seconded the motion.

SONNY MONZAVI WAS ELECTED TO THE POSITION OF CHAIR OF THE FINANCE AND ADMINISTRATION COMMITTEE BY ACCLAMATION.

Operations Committee / Vice Chair

Mr. DeCaria moved the nomination of John Nelson; it was seconded by Alderman Corsini. Mrs. Dow moved that the nominations be closed; Mr. Deys seconded the motion.

JOHN NELSON WAS ELECTED TO THE POSITION OF VICE CHAIR OF THE OPERATIONS COMMITTEE BY ACCLAMATION.

Marketing and Sales Committee / Vice Chair

Mr. Nelson nominated Bill Ingleby; it was seconded by Alderman Charters. Mr. Kelly moved that the nominations be closed; Mr. Deys seconded the motion.

BILL INGLEBY WAS ELECTED TO THE POSITION OF VICE CHAIR OF THE MARKETING AND SALES COMMITTEE BY ACCLAMATION.

Finance and Administration Committee / Vice Chair

Mr. Monzavi nominated Fred Deys; it was seconded by Alderman Charters. Mrs. Dow moved that the nominations be closed; Mr. Kay seconded by motion.

FRED DEYS WAS ELECTED TO THE POSITION OF VICE CHAIR OF THE FINANCE AND ADMINISTRATION COMMITTEE BY ACCLAMATION.

Audit Committee

MOVED by Alderman Charters, seconded by Alderman Kelly that

THE POSITIONS OF CHAIR AND VICE-CHAIR AND THE MEMBERSHIP OF THE AUDIT COMMITTEE 1998 BE THE SAME AS THE FINANCE AND ADMINISTRATION COMMITTEE.

MOTION CARRIED.

Committee Membership

Operations Committee

The following Directors were appointed to the Operations Committee:

Alderman Bob Charters
Alderman Bill Kelly
Ms. Brenda Campbell
Mrs. Mary Dow
Mr. Bill Ingleby
Mr. Gene Kay

Marketing and Sales Committee

Alderman Ron Corsini
Ms. Brenda Campbell
Mr. Fred Deys
Mr. Pat DeCaria

Finance and Administration and Audit Committees

Mr. John Nelson
Mr. Pat DeCaria

Alderman Anderson declared the elections closed.

4. Standing Committee Terms of Reference

MOVED by Alderman Corsini, seconded by Alderman Charters that

THE STANDING COMMITTEE TERMS OF REFERENCE BE RECEIVED.

MOTION CARRIED.

OPERATIONS COMMITTEE TERMS OF REFERENCE

1. Receive, review and recommend to the Finance and Administration Committee the annual operating and capital budgets;
2. Recommend to the board all capital, operational and maintenance expenditures within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
3. Review and recommend for approval all contract documents for tender and all contracts for services;
4. Monitor building and equipment to ensure optimum performance;
5. Monitor operations efficiency and effectiveness;
6. Review and recommend to the HECFI Board all matters pertaining to the provision of food and beverage in HECFI facilities as established by Board policy;
7. Provide a monthly written report to the Board;
8. Review reports provided by senior management regarding occupational health and safety issues and recommend appropriate actions to the Board of Directors relative to health and safety issues;
9. Recommend to the Board the disposition of the personnel contract of the Director reporting through the Managing Director/CEO to the Operations Committee;
10. Perform other duties as assigned by Board of Directors.

MARKETING AND SALES COMMITTEE
TERMS OF REFERENCE

1. a) Receive, review and recommend to the Board the Annual Marketing Plan;
b) The Marketing Plan to include client services and public relations;
2. Receive, review and recommend to the Board for approval strategic plans for future;
3. Receive, review and recommend to the Finance and Administration Committee the annual operating budget;
4. Evaluate and make recommendations regarding community education, social and cultural activities related to performing arts;
5. Monitor activities and events to assess program balance, number of event days, and results of promotions and co-promotions;
6. Recommend to the Board all operational, capital and maintenance expenditures related to the Marketing and Sales department within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
7. Monitor expenditures from the Provision for Promotions account for promotions and co-promotions;

8. Provide a monthly written report to the Board;
9. Perform other duties as assigned by Board of Directors.

FINANCE AND ADMINISTRATION COMMITTEE
TERMS OF REFERENCE

1. Oversee the financial affairs of the Hamilton Entertainment and Convention Facilities Inc. and the Hamilton Performing Arts Foundation Inc.;
2. Receive, review and recommend to the Board the annual operating budgets;
3. Receive, review and recommend to the Board the annual 10-year capital budget programmes;
4. Recommend to the Board all financial and administrative policies and personnel matters;
5. Oversee the Box Office/Ticketing Services for all HECFI facilities;
6. Recommend to the Board all operational, capital and maintenance expenditures related to the Finance and Administration department within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
7. Assume responsibility for the efficient management of funds;
8. Provide a monthly written report to the Board;
9. Recommend to the Board the disposition of the personnel contract of the director reporting through the Managing Director/CEO to the Finance & Administration Committee;
10. Perform other duties as assigned by Board of Directors.

5. Board and Standing Committee Meeting Schedule

MOVED by Mrs. Dow, seconded by Mr. Nelson that

THE REGULAR BOARD MEETINGS TAKE PLACE WEDNESDAYS AT 12:00 NOON, DURING THE LAST WEEK OF THE MONTH.

MOTION CARRIED.

During discussion of the Standing Committees meeting dates it was agreed that the Finance and Administration and Operations Committees would meet Tuesdays at 12:00 Noon and Wednesdays at 12:00 Noon respectively, the week preceding the Board Meetings. The Marketing and Sales Committee Members will be polled to determine a convenient meeting time.

6. Correspondence

Correspondence was received from McMaster University, School of Rehabilitation Science and from the Office of the Regional Clerk.

7. Minutes of Regular Meeting Held January 30, 1998

MOVED by Mr. Kay, seconded by Mr. Skrypniak that

THE MINUTES OF THE JANUARY 30, 1998 MEETING BE APPROVED.

MOTION CARRIED.

8. Business Arising From the Minutes

Nil

9. Private and Confidential

MOVED by Alderman Charters, seconded by Alderman Kelly that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 9:45 A.M.

MOTION CARRIED.

MOVED by Mr. Monzavi, seconded by Mr. Deys that

THE IN-CAMERA SESSION BE ADJOURNED AT 9:50 A.M.

MOTION CARRIED.

10. New Business

Nil

11. Other Business

11.1 Chillers : Copps Coliseum

Mr. Bob DesNoyers, Central Utilities Plant, advised the Board that the 80 tonne chiller which had been repaired has not been operating adequately (it "trips" out at 30% capacity). Upon investigation it was determined that the chiller had not been repaired according to the manufacturer's specifications. It is planned to conduct the necessary repairs over the weekend and during the period between the next two scheduled Bulldogs' games. Cost for the additional repairs will be borne by the contractor. It was reported that the 150 tonne has been repaired satisfactorily.

11.2 China : HCC

Alderman Charters reported incidents when both he and Alderman Collins have experienced being served food and beverage with dirty china at the Convention Centre. Management was asked to review.

12. Date of Next Meeting

Wednesday, February 25, 1998

12:00 Noon (Lunch served at 11:30 a.m.)

Room 314, Convention Centre

13. Adjournment

The meeting adjourned at 10:05 a.m.

TAKEN AS READ AND APPROVED

Alderman T. Anderson, Chair

Patricia Bennett, Secretary



41
Hamilton
Entertainment
and Convention
Facilities Inc.

Financial Summary For The Year Ended December 31, 1997

Actual Results For The Year Ended <u>December 31, 1996</u>		(1) <u>Budget</u>	(2) <u>Actual</u>	(3) Favourable <Unfavourable> <u>Budget Variance</u>
\$6,836,538.	Revenue	\$7,123,130.	\$7,609,475.	\$486,345.
<u>9,189,603.</u>	Expenses	<u>9,479,420.</u>	<u>9,878,689.</u>	<u><399,269.></u>
	Excess of Expenses			
<u>\$2,353,065.</u>	Over Revenue From Operations	<u>\$2,356,290.</u>	<u>\$2,269,214.</u>	<u>\$87,076.</u>

Comments:

HECFI's municipal contribution was under-expended by \$87,076 (see row 3, column 3 above) for the year ended December 31, 1997. This represents an increase of \$57,431 in the under-expended amount reported to you last month for the eleven month period ended November 30, 1997.

The under-expended municipal contribution of \$57,431 for the month of December arose primarily from maintenance costs for the month being \$33,199 under budget combined with higher than anticipated revenues at the Hamilton Convention Centre.

The under-expended municipal contribution of \$87,076 for the year arose primarily due to the following:

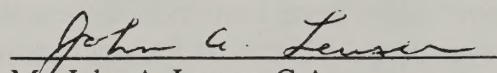
Favourable
<Unfavourable>
Budget Variances

- (a) a favourable budget variance of \$171,370 was realized from HECFI's promotions/co-promotions. This was because a loss of \$150,000 was budgeted whereas a profit of \$21,370 was realized.

\$171,370.

(b)	above <below> budget rental and licence fee revenues of \$206,447 occurred:		
	➤ Hamilton Convention Centre	\$<7,780.>	
	➤ Hamilton Place	6,101.	
	➤ Copps Coliseum	<u><204,798.></u>	\$<206,477.>
(c)	above budget Versa commissions were attained primarily as a result of the Hamilton Bulldogs games.		72,745.
(d)	other net food and beverage operations (mainly at the Hamilton Convention Centre) resulted in favourable results.		94,259.
(e)	favourable net operating results were attained by the box office.		39,872.
(f)	janitorial recoveries exceeded budget by \$44,251 while actual general cleaning costs exceeded budget by only \$7,206, net favourable results of \$37,045		37,045.
(g)	below budget expenditures were achieved in the Finance and Administration Department		32,414.
(h)	net display advertising revenues were below budget at Hamilton Place and Copps Coliseum.		<68,677.>
(i)	net cost (not recovered from events nor used for maintenance activities) variance of providing full-time wage guarantee for the five stagehands:		
	Budget net cost	\$18,110.	
	Actual net cost	<u>68,273.</u>	<50,163.>
(j)	the Client Services section exceeded budget mainly as a result of terminating an employee.		<41,516.>
(k)	all other revenue and expenses variances – net.		<u>6,204.</u>
			\$87,076.

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their interest and debenture costs nor with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.


Mr. John A. Leuser, C.A.
Director of Finance and Administration

12 February 1998

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES

	Budgeted Operating Results For The Year Ended December 31, 1997 (1)	Actual Operating Results For The Year Ended December 31, 1997 (2)	Amount (3)	Favourable/ (Unfavourable) Budget Variance % (4)	Actual Operating Results For The Year Ended December 31, 1996 (5)
REVENUE					
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,296,720	\$1,261,613	(\$35,107)	-2.7%	\$1,183,408
OTHER RENTALS	529,130	455,110	(74,020)	-14.0%	434,282
FOOD, BEVERAGE AND CONCESSIONS	2,378,510	2,625,974	247,464	10.4%	2,155,179
RECOVERIES	2,279,580	2,580,856	301,276	13.2%	2,344,323
BOX OFFICE	339,790	382,465	42,675	12.6%	377,264
OTHER	299,400	303,457	4,057	1.4%	342,082
TOTAL REVENUE	\$7,123,130	\$7,609,475	\$486,345	6.8%	\$6,836,538
EXPENSES BY DEPARTMENT / SECTION					
OPERATIONS - ADMINISTRATION	\$286,800	\$296,869	(\$10,069)	-3.5%	\$288,618
FOOD AND BEVERAGE	1,929,600	2,048,397	(118,797)	-6.2%	1,870,546
EVENTS DELIVERY	2,724,740	2,969,175	(244,435)	-9.0%	2,837,614
BUILDING OPERATIONS	1,562,920	1,574,245	(11,325)	-0.7%	1,362,065
MARKETING AND PROMOTION	1,349,190	1,409,997	(60,807)	-4.5%	1,289,717
ADMINISTRATION - CEO/BOARD	433,900	435,995	(2,095)	-0.5%	401,233
PROFESSIONAL FEES	33,230	27,829	5,401	16.3%	24,119
FINANCE AND ADMINISTRATION	680,830	648,416	32,414	4.8%	643,588
BOX OFFICE	373,420	376,223	(2,803)	-0.8%	363,464
INSURANCE	104,790	91,543	13,247	12.6%	108,639
TOTAL EXPENSES	\$9,479,420	\$9,878,689	(\$399,269)	-4.2%	\$9,189,603
EXCESS OF EXPENSE OVER REVENUE FROM OPERATIONS	\$2,356,290	\$2,269,214	\$87,076	3.7%	\$2,353,065
CONTRIBUTION FROM THE CITY	\$2,356,290	\$2,356,290	\$0	0.0%	\$2,385,370
UNDER EXPENDED MUNICIPAL CONTRIBUTION	\$0	\$87,076	\$87,076	0.0%	\$32,305

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their interest and debt service costs nor with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

10

URBAN/MUNICIPAL

CAY ON HBL V89

A35

1998

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Wednesday, March 25, 1998
12:00 Noon
Hamilton Convention Centre - Room 202

ORDER OF BUSINESS

URBAN MUNICIPAL

MAR 31 1998

GOVERNMENT DOCUMENTS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

REGULAR BUSINESS ACTION ITEMS

- | | |
|---|-----------------------|
| A. Operations Committee Third Report | Attachment A |
| B. Marketing and Sales Committee First Report | Attachment B |
| C. Audit Committee First Report | Circulated at Meeting |
| D. Finance and Administration Committee Third Report | Circulated at Meeting |
| E. Community Dinner: First Annual 1998 Chief's Dinner | Attachment E |

INFORMATION ITEMS

- | | |
|--|--|
| 2. Correspondence | Attachment 2 |
| 3. Minutes of Regular Meeting Held February 25, 1998 | Attachment 3 |
| 3.1 Errors or Omissions | |
| 3.2 Motion for Approval | |
| 4. Business Arising From the Minutes | |
| 5. Private and Confidential | |
| 6. New Business | |
| 7. Other Business | |
| 8. Date of Next Meeting: | Wednesday, April 29, 1998, 12:00 Noon
Lunch Served at 11:30
Location: To Be Determined |
| 9. Adjournment | |

OUTSTANDING BUSINESS

Nil

March 20, 1998
Patricia Bennett
Secretary to the Board of Directors

2014-2015

2014-2015

2014-2015

1

OPERATIONS COMMITTEE THIRD REPORT OF 1998

A

The Operations Committee presents the **THIRD** Report of 1998 from its meeting held March 18, 1998 and respectfully requests approval of the following recommendations:

1. Personnel : Client Services Section

THAT THE POSITION OF CLIENT SERVICES EXECUTIVE, SALARY GRADE 12 (\$35,191.52 - \$41,359.76) AND CLIENT SERVICES SECRETARY, SALARY GRADE 8 (\$25,938.64 - \$30,284.80) IN THE OPERATIONS/EVENTS DELIVERY DEPARTMENT, BE DELETED; and

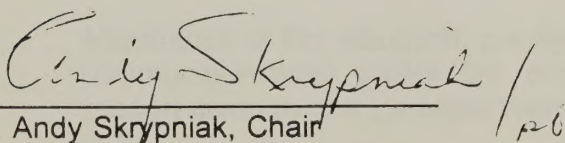
THAT A NEW POSITION OF CLIENT SERVICES REPRESENTATIVE, SALARY GRADE 11 (\$32,669.00 - \$38,416.56) IN THE OPERATIONS/EVENTS DELIVERY DEPARTMENT BE CREATED; and

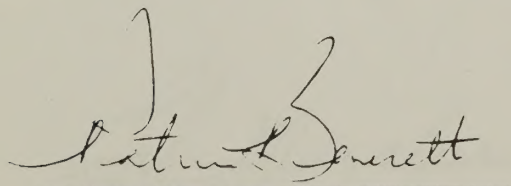
THAT MS. CHERYL BOGIE BE TRANSFERRED TO THIS POSITION.

2. I.U.O.E. Local 772 - Collective Bargaining Agreement

THAT THE FINAL OFFER AS PRESENTED BY THE CITY/HECFI NEGOTIATING TEAM AND RATIFIED BY THE MEMBERSHIP OF THE I.U.O.E. LOCAL 772 ON 1998 MARCH 9, BE APPROVED, SUBJECT TO APPROVAL BY HAMILTON CITY COUNCIL ON 1998 MARCH 31.

Respectfully submitted,


Mr. Andy Skrypniak, Chair


Patricia Bennett, Secretary

B

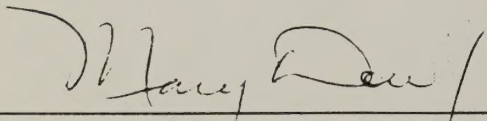
MARKETING AND SALES COMMITTEE FIRST REPORT OF 1998

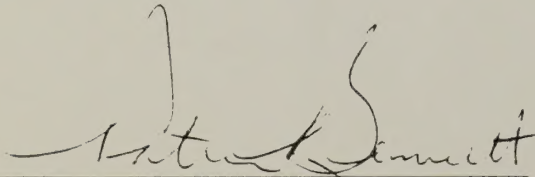
The Marketing and Sales Committee presents its **FIRST** Report of 1998 from its meeting held March 19, 1998 and respectfully requests approval of the following recommendations:

1. 1998 Marketing Plan

THAT THE 1998 MARKETING PLAN BE APPROVED.

Respectfully submitted,


Mrs. Mary Dow, Chair *pb*


Patricia Bennett, Secretary

E

RECOMMENDATION

MEMO TO: **HECFI BOARD OF DIRECTORS**

FROM: Gabe Macaluso
Managing Director/CEO

DATE: March 18, 1998

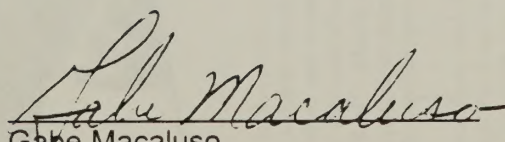
SUBJECT: **FIRST ANNUAL 1998 CHIEF'S DINNER**
May 4, 1998, Carmen's Banquet Centre

RECOMMENDATION:

THAT THE BOARD OF DIRECTORS CONSIDER THE PURCHASE OF TICKETS TO THE FIRST ANNUAL 1998 CHIEF'S DINNER, MAY 4, 1998 AT A COST OF \$100 PER TICKET.

BACKGROUND:

- The Chief's Organizing Committee has extended an invitation to local businesses and services to attend the First Annual 1998 Chief's Dinner, honoring former police chiefs Gordon V. Torrance, Robert E. Hamilton, Colin T. Millar and Robert Middaugh;
- Attendance at this inaugural, prestigious event by HECFI will not only maintain its community-minded profile but demonstrate its appreciation of the continued support given by the Hamilton-Wentworth Regional Police Department.


Gabe Macaluso
Managing Director/CEO



February 27, 1998

1998 Chief's Dinner

G. Macaluso
101 York Blvd.
Hamilton, Ontario
L8R3L4

Dear: Mr. G. Macaluso

Chief Robert Middaugh and the Chief's Dinner Organizing Committee are pleased to extend a special invitation to local businesses and services to share in an entertainment evening with Red Green and a variety of other local personalities. The theme of this first annual event will be a celebration of 25 years of community policing in Hamilton - Wentworth.

A cash bar reception at 6:00 p.m. will provide guests with an opportunity to view displays demonstrating various police services and joint community/police initiatives. T.V. personality Dan McLean will be our Master of Ceremonies for the evening. A regionally renowned seven course meal at 7:00 p.m. by Carmen's Banquet Centre will be followed by the appearance of our internationally famous, locally based special guest, Steve Smith. Also known as Red Green, Steve has had a comedy series on the air for over 18 years. One of Steve's current projects is the New Red Green Show, in which he stars, produces and co-writes. We are very proud to have this prolific talent with us for the evening.

Steve will address the audience with a humorous reflection on policing in the region over the past quarter century. We're saving special seats for our four honorary guests, former police chiefs Gordon V. Torrance, Robert E. Hamilton, Colin T. Millar and Robert Middaugh. We think they'll help Red Green stay honest!

Tickets for this inaugural event are \$100.00. Why not book a table of ten people you know, or want to know better? Our silent auction of one-of-a-kind items will prove that it's impossible to keep a good group of people quiet about good causes! Proceeds from the evening will be evenly distributed among Hamilton-Wentworth Crime Stoppers, the Women Abuse Working Group and community policing initiatives.

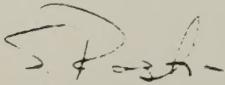
A tax receipt valued at \$70.00 per ticket will be issued to ticket purchasers upon request.

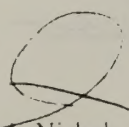
To order, call 546-4859, or mail the registration form and payment to:

The Chief's Dinner
in care of
The Hamilton Wentworth Regional Police
155 King William Street, Box 1060, LCD 1
Hamilton, L8N 4C1

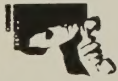
Cheques should be made payable to the Chief's Dinner Account

With Thanks For Your Interest,
The Members of the Chief's Dinner Organizing Committee


Sgt. W. Scott Rastin,
Co-Chair
Chief's Dinner Organizing Committee


Jan A. Nichols,
Co-Chair
Chief's Dinner Organizing Committee

155 King William St., Box LCD 1
Hamilton, Ontario
L8N 4C1



What is Crime Stoppers?

CRIME STOPPERS is a non-profit community program relying on the cooperation between the police, the news media and the citizens of our region. It is managed by a volunteer Board of Directors and receives no government funding.

Crime Stoppers encourages people to call with information to solve serious crimes already committed, those about to occur and/or the whereabouts of wanted persons. If your information fits this criteria, Crime Stoppers offers you a method by which you can pass this information on to the police and never have to reveal your identity. If your information leads to an arrest, you will be eligible for a cash reward of up to \$1,000.

Since its inception in 1983, tips to Crime Stoppers have been responsible for recovering nearly 5 million dollars in stolen property and for taking nearly 8 million dollars worth of illicit drugs off the street. Community partnership is the key to Crime Stoppers' success in improving the quality of life within our region. Together, we can make a difference.

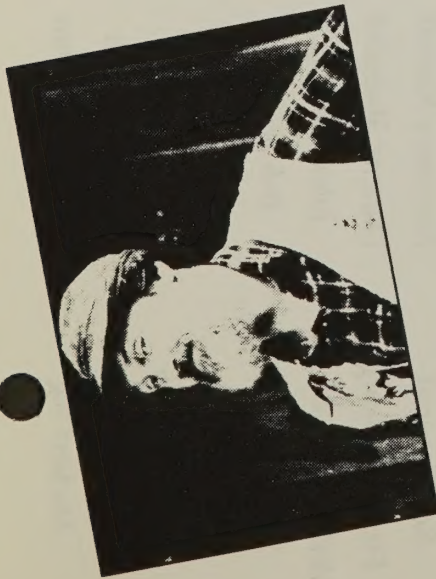
"The Woman Abuse Working Group is a network of some 27 agencies, service providers and survivors of violence who work towards the elimination of abuse against women and their children."

WAWG goals - we wish to ensure that:

- services focused on violence against women are effectively coordinated
- the WAWG take an advocacy role in response to ensuring gaps in services within the Hamilton community are overcome
- communication to the broader community as well as within our local service providers, ensuring that everyone has knowledge of the service system that is available in Hamilton Wentworth with a focus on violence prevention.

THE WATCH: A COMMUNITY POLICING INITIATIVE

The Neighbourhood Watch for the Region of Hamilton-Wentworth has been a registered charitable organization since 1995. Its mandate is predicated on the principle of crime prevention. In partnership with the Hamilton-Wentworth Police Service, THE WATCH serves as a cost-effective method to improve the quality of life in the neighbourhoods of our region. THE WATCH continues and reinforces our heritage of valuing one's community, the dignity of one's home, and participatory involvement with one's neighbours.



Red Green was born up north, in the nether regions, in the years just after the war but just before the fighting. He was a complete surprise to his father and mother and everyone else in the Dance Contest. His father took one look at him and named him "Red" which was a disappointment for Mom. She wanted to name him "Plaid". She got even when she bought him his first shirt.

Blessed with instinctive common sense, Red stopped growing at the height of 5 foot 8" since the door to the log cabin was 5 foot 9". He attended Possum Lake school until he was 20 and then he went to Junior High, which he enjoyed very much until they assigned homework. He immediately left school to join his father's business -- collecting unemployment insurance, but there were problems because Red didn't have enough job skills for the government to decide what type of work he was out of.

Eventually, Red left home to strike out on his own, which is pretty much what he did. He tried his hand at carpentry and welding and then, while that was healing he tried his other hand at plumbing and electrical work. In the hospital recovery room he met Bill and became interested in joining Possum Lodge. Around this time Red met his wife Bernice at a church picnic where they had both gone for free food. Red and Bernice fell instantly in love and got married later that year without even waiting for the results of the pregnancy test.

Red became more and more involved with Possum Lodge and in time became the only guy that nobody hated and was elected Lodge Leader. He needed to renege the Lodge so Red borrowed a large sum of money from his brother just before he was fired from the bank. Red is still paying his brother back by employing his brother's son Harold as the producer/director/dork of the The Red Green Show.

Currently, Red and Bernice are happily married without children and living in suburbia but Red spends most of his time at Possum Lodge taking care of business and doing his television show and maintaining a safe distance between himself and the nearest factory outlet mall.

An Invitation To The 1998 Chief's Dinner



1st Annual Chief's Dinner

Please join us to celebrate
25 years of Police Service
in the Hamilton-Wentworth Region
and honour our chiefs:

Gordon Torrance
Robert Hamilton
Colin Millar
Robert Middaugh



ORGANIZING COMMITTEE and SUPPORTERS

Bob Buck	Jan Nichols
Paul Dempsey	Scott Rastin
Shirley Elford	Catherine L. Rellinger
Morgan Firestone	Jill Rumble
Ron Foxcroft	Rosemary Russell
Dr. Peter George	Darlene Shepherd
Michael Honsberger	John Skirving
Sylvia Kajiva	Bob Stirling
Paul Lakin	Rose Stricker
Debbie Massie	Tony Viola
Sam Mercanti	Dennis Waddle
Michael Ng	Chester Waxman

Monday May 4, 1998

Carmen's Banquet Centre
1520 Stone Church Rd. E.
Hamilton, Ontario

CASH RECEPTION 6:00 P.M.

**POLICE SERVICES and
COMMUNITY DISPLAYS**

SILENT AUCTION

DINNER 7:00 P.M.



Special Guest Speaker
Steve Smith
a.k.a. "Red Green"

Master of Ceremonies
Dan McLean
ONtv



*The net proceeds of this
evening event will be evenly
distributed between Crime Stoppers,
Community Policing Initiatives,
and The Woman Abuse Working Group*



Business Attire

1998 Chief's Dinner May 4, 1998

*Please note, tables will be allotted on a
first-come basis, so please
send in your reply as soon as possible.*

Please reserve _____ tickets @ \$100 each \$ _____
Please reserve _____ corporate tables of 10 @ \$1000 each \$ _____

*I am unable to attend, but wish to make a
donation in support of the Chief's Annual Dinner.*

\$ _____

Enclosed is a cheque payable to:
Chief's Dinner

Name _____
Company _____
Address _____
City/Town _____
Postal Code _____
Telephone _____

*Tax Receipts for \$70 per ticket will be issued upon request.
Table Sponsors will be recognized.*

I wish to be seated with:

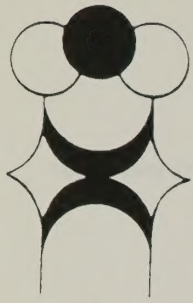
Please send this card with cheque to:
1998 Chief's Dinner
155 King William St., Box LCD 1
Hamilton, Ontario L8N 4C1
Enquiries Call: (905) 546-059

Dear Sir

MY name is LYNDsay
Griffin and I am
Writting you in Thanks
for allowing my mom,
dad and mySELF to
see Pocahontas

Sincerely
LYNDsay





pastoral counselling centre

[HAMILTON - WENTWORTH]

354 King St. W.
Hamilton, Ontario. L8P 1B3
Tel: 529-5400
Fax: 529-6429



MAR 3 1998
United Way

2 March 1998

Mr. Gabe Macaluso
Hamilton Entertainment and Convention
Facilities Inc.,
10 MacNab Street South
Hamilton, Ontario
L8P 4Y3

Dear Gabe:

The gratitude we feel toward you and your staff for all your efforts to make our Cotton Patch Gospel a success is full to overflowing. Even if our bank account isn't.

Somehow I feel greatly encouraged that we came out as well as we did in the face of the Postal and Teachers' strikes - as well as the big change to the structure of School Boards. The excellent team work shown enabled us to run yet another show that was an asset to our community and a credit to the Pastoral Counselling Centre. Gabe, you and your staff were major players in that.

We need to push on from here. With God's help we will.

Thank you again for believing in - and substantially supporting - our cause. May our Lord bless you in your ongoing endeavours.

Gratefully yours,

Doug Wallace, Chairman
Concert Committee

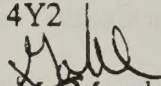


HAMILTON
HEALTH
SCIENCES
FOUNDATION

P.O. Box 739 LCD1, Hamilton, ON L8N 3M8 TEL: (905) 522-3863 FAX: (905) 577-8025 Charitable Registration Number: 13115 9543 RR0001

February 23, 1998

Mr. Gabe Macaluso
Managing Director/CEO
Hamilton Entertainment and
Convention Facilities Inc.
1 Summers Lane
Hamilton, Ontario
L8P 4Y2

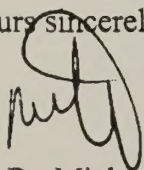

Dear Mr. Macaluso:

On behalf of the Hamilton Health Sciences Foundation I would like to thank you for your co-operation and work on behalf of the Children's Hospital at McMaster.

The proceeds from the "Blue and White" game and the promotion surrounding the Maple Leafs will be great for us! I think this is a win/win situation for our hospital and our community. Great work!

Again, thank you for your work and support. I look forward to working with you in the future.

Yours sincerely,



J. B. Michael Farrell
Executive Director

3

**The Hamilton Entertainment and
Convention Facilities Inc.**

Regular Meeting of the Board of Directors

**Wednesday, February 25, 1998
12:00 Noon
Hamilton Convention Centre
Room 314**

MINUTES

PRESENT:

Alderman T. Anderson, Chair
Alderman R. Corsini
Alderman B. Kelly
Mrs. M. Dow
Mr. P. DeCaria
Mr. W. Ingleby
Mr. J. Nelson
Mr. A. Skrypniak
Mr. S. Monzavi

ALSO PRESENT:

Mr. G. Macaluso
Mr. J. Leuser
Mr. B. Calder
Mr. S. Farrauto

REGRETS:

Mayor R. Morrow
Alderman B. Charters
Mr. G. Kay
Ms. B. Campbell
Mr. F. Deys

1. Opening Remarks

The Chair called the meeting to order at 12:10 p.m.

2. Finance and Administration Committee Second Report

MOVED by Mr. Monzavi, seconded by Alderman Corsini that

THE FINANCE AND ADMINISTRATION COMMITTEE SECOND REPORT OF 1998 BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

1998 to 2007 Provisional Capital Budget

THAT THE SUMMARY OF CAPITAL PROJECTS AS OUTLINED IN MANAGEMENT'S REPORT DATED FEBRUARY 6, 1998 BE CONSIDERED FOR INCLUSION IN THE TEN (10) YEAR 1998-2007 PROVISIONAL CAPITAL BUDGET PROGRAMME; and

THAT THESE CAPITAL PROJECTS BE REVIEWED BY THE CORPORATE MANAGEMENT TEAM FOR CONSIDERATION BY THE COMMITTEE OF THE WHOLE AND CITY COUNCIL.

Financing for the Ten (10) Year (1998-2007) Provisional Capital Budget Programme

THAT THE TEN (10) YEAR (1998-2007) PROVISIONAL CAPITAL BUDGET PROGRAMME BE FINANCED FROM HECFI's RESERVE FOR CAPITAL PROJECTS SUBJECT TO THE AVAILABILITY OF FUNDS IN THE RESERVE.

Capital Improvement Surcharge

THAT THE HAMILTON PLACE CAPITAL IMPROVEMENT SURCHARGE AMOUNT FOR THE GREAT HALL BE RAISED FROM \$1.00 (INCLUSIVE OF G.S.T.) TO \$1.50 (INCLUSIVE OF G.S.T.) FOR PERFORMANCES HAVING A TICKET PRICE IN EXCESS OF \$15.00; and

THAT THIS CHANGE BE IMPLEMENTED IMMEDIATELY FOR NEW EVENTS NOT YET CONTRACTED WITH THE PROVISION THAT ITS IMPLEMENTATION BE DELAYED UNTIL THE 1999-2000 SEASON FOR THOSE GROUPS WHO HAVE ALREADY SOLD SUBSCRIPTION OR SEASON TICKETS FOR THE UPCOMING 1998-1999 SEASON (E.G. OPERA HAMILTON).

1998 Operating Budget – Tentative Timetable and Process

THAT THE FOLLOWING TENTATIVE TIMETABLE AND PROCESS BE RECOMMENDED TO THE BOARD FOR APPROVAL.

March 13, 1998	The 1998 Marketing Plan be forwarded to all HECFI Board Members with an invitation to attend the Marketing and Sales Committee Meeting on March 19, 1998 for a full presentation of the 1998 Marketing Plan.
March 19, 1998 (12:00 Noon)	A full presentation of the 1998 Marketing Plan be made to the Marketing and Sales Committee.
March 20, 1998	The 1998 Operating Budget be forwarded to all HECFI Board Members for their review prior to being presented to the full Board on March 25, 1998.
March 25, 1998 (12:00 Noon)	A full presentation of the 1998 Operating Budget be made to the HECFI Board along with a recommendation from the Marketing and Sales Committee concerning the 1998 Marketing Plan.

MOTION CARRIED.

B. Operations Committee Second Report

MOVED by Mr. Skrypniak, seconded by Mr. Nelson that

THE OPERATIONS COMMITTEE SECOND REPORT OF 1998 BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

1998 – 2007 Provisional Capital Budget

THAT THE SUMMARY OF CAPITAL PROJECTS AS OUTLINED IN MANAGEMENT'S REPORT DATED FEBRUARY 6, 1998 BE AMENDED AS FOLLOWS:

- (i) INCLUDE \$40,000. FOR HAMILTON PLACE WINDOW RETROFIT IN 1998; and
- (ii) DELETE \$135,000. FOR BARRIER FREE RENOVATIONS TO ALL THREE FACILITIES FROM 1998; and
- (iii) DELETE \$80,000. FOR THE RETROFIT OF COPPS COLISEUM SCOREBOARD FROM 1998; and

THAT THE ATTACHED AMENDED SUMMARY OF CAPITAL ROJECTS BE CONSIDERED FOR INCLUSION IN THE TEN (10) YEAR 1998-2007 PROVISIONAL CAPITAL BUDGET PROGRAMME; and

THAT THESE CAPITAL PROJECTS BE REVIEWED BY THE CORPORATE MANAGEMENT TEAM FOR CONSIDERATION BY THE COMMITTEE OF THE WHOLE AND CITY COUNCIL.

Provision of Janitorial Services – Acceptance of Tender

THAT THE TENDER SUBMITTED BY JANITORIAL DEVELOPMENT INC., HAMILTON FOR THE PROVISION OF JANITORIAL SERVICES AT THE HECFI FACILITIES FOR THE TERM COMMENCING 1998 MARCH 1 AND ENDING 2000 DECEMBER 31, BE ACCEPTED; AND THAT THE COST OF THIS EXPENDITURE BE FINANCED FROM THE OPERATING BUDGET, ACCOUNT NOS. HE 56362 83421/83422/83423.

MOTION CARRIED.

2. Correspondence

MOVED by Alderman Kelly, seconded by Mr. DeCaria that

CORRESPONDENCE BE RECEIVED DATED FEBRUARY 5, 1998 FROM THE CHILDREN'S HOSPITAL EXPRESSING APPRECIATION OF HECFI'S SUPPORT DURING A RECENT FUND-RAISER.

MOTION CARRIED.

3. Minutes of Regular Meeting Held February 13, 1998

MOVED by Mr. DeCaria, seconded by Mr. Monzavi that

THE MINUTES OF THE REGULAR MEETING HELD FEBRUARY 13, 1998 BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

4.1 Financial Summary for the Twelve Month Period Ended December 31, 1997

MOVED by Alderman Kelly, seconded by Mr. Ingleby that

THE FINANCIAL SUMMARY FOR THE TWELVE MONTH PERIOD ENDED DECEMBER 31, 1997 BE RECEIVED.

MOTION CARRIED.

4.2 CC: Scoreboard

The Chairman advised the Board that Neon Products presented a proposal with three different options to the Operations Committee involving the replacement of the existing scoreboard at Copps Coliseum. The Committee directed management to develop a Request For Proposals for the installation of a new scoreboard (incorporating a full colour, four sided video display) which includes a proposal to sell panel advertising.

5. Private and Confidential

Nil

6. New Business

6.1 NHL: Rule Changes

The CEO advised that he has agreed to the National Hockey League's request that on a trial basis at two future Bulldogs' games, and at no cost to HECFI, the Blue lines be moved closer and the goal line moved two feet forward. Mr. Macaluso assured the Board that new holes will not be drilled into the ice surface to accommodate the goal net; other means will be incorporated to accomplish the adjustment.

7. Other Business

7.1 Hamilton Place Lobby

Mrs. Dow reported an incident when she intercepted two patrons leaving Hamilton Place who were under the impression that because of the dark lobby, the facility was closed to the public. The issue was referred to the Operations Committee or review.

8. Date of Next Meeting

Wednesday, March 25, 1998
12:00 Noon (Lunch Served at 11:30 a.m.)
Hamilton Convention Centre, Room 314

9. Adjournment

The meeting adjourned at 12:25 a.m.

TAKEN AS READ AND APROVED

Alderman Terry Anderson, Chair

Patricia Bennett, Secretary

CAY ON HBL V89

A35

1998

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, April 22, 1998
12:00 Noon
Hamilton Place, Meeting Room #1

URBAN MUNICIPAL

APR 22 1998

ORDER OF BUSINESS

GOVERNMENT DOCUMENTS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

REGULAR BUSINESS ACTION ITEMS

- | | | |
|----|--|--------------|
| A. | 1998 HECFI OPERATING BUDGET | Attachment A |
| B. | STANDING COMMITTEES : TERMS OF REFERENCE | Attachment B |

INFORMATION ITEMS

- | | | |
|-----|---|---|
| 2. | Correspondence | Attachment 2 |
| 3. | Minutes of Regular Meeting Held March 25, 1998 | Attachment 3 |
| | 3.1 Errors or Omissions | |
| | 3.2 Motion for Approval | |
| 4. | Business Arising from the Minutes | |
| 5. | Reports | |
| | 5.1 Financial Summary for the Three Month
Period Ended March 31, 1998 | Attachment 5.1 |
| | 5.2 Report from Director of Operations/Events Delivery | Attachment 5.2 |
| | 5.3 Confirmed Events/Performances : April to June 1998
Hamilton Place, Copps Coliseum, Convention Centre | Attachment 5.3 |
| 6. | Private and Confidential | |
| 7. | New Business | |
| 8. | Other Business | |
| 9. | Date of Next Meeting: | Wednesday, May 27, 1998, 12:00 Noon
Lunch Served at 11:30 a.m.
Location : TBA |
| 10. | Adjournment | |

OUTSTANDING BUSINESS
Nil

April 17, 1998
Patricia Bennett
Legislative Assistant

100-100000
100-100000
100-100000



Hamilton
Entertainment
and Convention
Facilities Inc.

A

FOR ACTION

**MEMO TO: FINANCE AND ADMINISTRATION COMMITTEE
OPERATIONS COMMITTEE
MARKETING AND SALES COMMITTEE**

FROM: Mr. G. Macaluso
Managing Director/C.E.O.

Mr. J. A. Leuser, C.A.
Director of Finance and Administration

Mr. B. Calder, P. Eng.
Director of Operations/Events Delivery

DATE: 14 April 1998

SUBJECT: 1998 HECFI OPERATING BUDGET

RECOMMENDATION

THAT THE 1998 MAINTENANCE OPERATING BUDGET WHICH PROVIDES FOR A MUNICIPAL CONTRIBUTION OF \$2,536,240 BE APPROVED; AND

THAT HECFI FORWARD TO THE CITY TREASURER ALONG WITH THE 1998 MAINTENANCE OPERATING BUDGET, SERVICE/PROGRAM REDUCTION PACKAGES TALLING \$179,950 OR 7.1% OF HECFI'S MUNICIPAL CONTRIBUTION (AS OUTLINED ON PAGES 22-25 OF THE BUDGET DOCUMENT) IN RESPONSE TO A REQUEST BY THE COMMITTEE OF THE WHOLE OF CITY COUNCIL TO ALL CITY DEPARTMENTS AND BOARDS FOR REDUCTION PACKAGES WHICH WILL APPROXIMATE A 3.5% DECREASE IN THEIR RESPECTIVE 1998 MAINTENANCE OPERATING BUDGETS; AND

THAT THE CONCEPTUAL PACKAGE FOR DOWNLOADING BY PROVINCE (AS OUTLINED ON PAGE 26 OF THE BUDGET DOCUMENT) WHICH IDENTIFIES A FURTHER \$99,040 (3.9% OF THE 1998 MAINTENANCE OPERATING BUDGET) IN CUTS NOT BE APPROVED.

A

London
Examination
The 2-10-1919
1919-1920



FOR ACTION

THEY ARE TO BE KEPT IN THE
MUSEUM OF THE
MUSEUM OF THE

THEY ARE TO BE KEPT IN THE
MUSEUM OF THE

THEY ARE TO BE KEPT IN THE
MUSEUM OF THE

THEY ARE TO BE KEPT IN THE
MUSEUM OF THE

THEY ARE TO BE KEPT IN THE
MUSEUM OF THE

THEY ARE TO BE KEPT IN THE
MUSEUM OF THE

THEY ARE TO BE KEPT IN THE
MUSEUM OF THE

THEY ARE TO BE KEPT IN THE
MUSEUM OF THE

THEY ARE TO BE KEPT IN THE
MUSEUM OF THE

THEY ARE TO BE KEPT IN THE
MUSEUM OF THE

BACKGROUND

The City's budget process for 1998 requires all City Departments and Boards to submit:

- (1) Their applicable 1998 "maintenance" operating budget. The City Treasury Department has defined a "maintenance" budget to be that level of funding required to operate existing services in 1998 dollars. The "maintenance" budget is to be calculated by using the 1997 approved budget estimates as the base amount, and adjusting it for anticipated inflationary increases and "demand" changes, i.e. changes in activity levels.

In response to the above, we calculated that HECFI's maintenance budget would necessitate a municipal contribution request of \$2,536,240 for 1998 which would represent an increase of \$179,950 or 7.6%, over the approved 1997 municipal contribution of \$2,356,290. This increase is due largely to:

- (i) reductions in Copps Coliseum Licencee Fees for Conventions and Trade/Consumer Shows of approximately \$65,230;
 - (ii) the cost of approximately \$65,000 in implementing a cost of living increase for non-union salary staff;
 - (iii) reductions of \$33,400 in net display advertising revenues which reflect how difficult it has become to obtain contract renewals;
 - (iv) higher Marketing and Promotion expenses of \$40,210 in an effort to maintain HECFI's profile in an increasingly competitive industry;
 - (v) anticipated inflationary cost increases, including \$27,500 for merit increases for non-union full-time staff in 1998; and
 - (vi) reductions totalling approximately \$50,000 in the cost of the OMERS Pension Plan as a result of a decision by OMERS to reduce employee and employer contributions temporarily to lower its pension surplus.
- (2) Budget reduction packages for 1998 which are designed to achieve financial targets sufficient to reduce the 1998 Maintenance Operating Budget by 3.5%.

In respect of HECFI, this reduction amount is \$88,770.

With that as our objective, we are pleased to report that reduction packages totalling \$179,950 or 7.1% of our 1998 "maintenance" budget have been identified. These packages can be found on pages 22 to 25 of this budget document.

Management has identified more than double (7.1% as compared to the target of 3.5%) the amount of cuts requested by the City Treasurer since we believe that it is the will of the HECFI Board of Directors to achieve a zero (0) % increase in the Municipal Contribution.

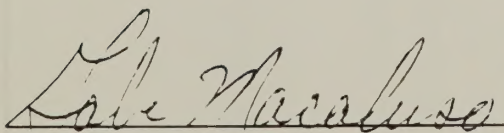
- (3) A "Conceptual Package for Downloading by Province" which would identify a further level of cuts (identified as 7.5% of the 1998 Maintenance Operating Budget) to illustrate what programmes/services would need to be reduced/eliminated to aid the City in reaching a zero (0) % City mill (tax) rate increase in 1998 while absorbing the costs of Provincial Downloading. Since the budget reduction packages in (2) above have exceeded the City's target by \$91,180, HECFI's "Conceptual Package" target has been reduced to \$99,040. The total level of cuts requested by the City Treasurer to address both the 3.5% target identified in (2) above and the 7.5% target identified for the impact of provincial downloading represents a total of \$278,990 or 11% of the 1998 Maintenance Operating Budget.

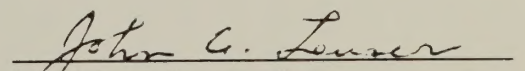
Management feels that the \$179,950 (7.1% of the 1998 Maintenance Operating budget) in cuts identified in the Budget Reduction Packages (on pages 22 to 25 of this budget document) will be difficult enough to achieve while the cuts identified in the "Conceptual Packages for Downloading by Province" (on page 26 of this budget document) could only be achieved by seriously jeopardizing HECFI's ability in attracting business to the downtown core. For this reason, Management does not recommend implementing the reductions called for in the "Conceptual Package for Downloading by Province".

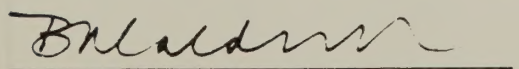
HISTORICAL PERSPECTIVE

We also wish to point out the following:

- (1) Since 1990, HECFI has eliminated 26 full-time positions (1990 - 84 positions; 1998 - 58 positions). This reduction of 26 positions or 31% of our full-time workforce has lowered HECFI's "annual" overhead costs in 1998 dollars by approximately \$1,286,000. These reductions to our full-time staff complement were not easy decisions for management. They certainly would not have been possible without the support and confidence of the Board.
- (2) It should be recognized that HECFI's annual approved municipal contribution has been declining in constant 1986 dollars from a level of \$2,432,570 in 1986 to \$1,742,476 in 1997, i.e. a decline of approximately 28% (see page 28 of the attached budget package for particulars). All this has occurred during a period of very slow economic growth.


Mr. Gabe Macaluso
Managing Director/C.E.O.


Mr. John A. Leuser, C.A.
Director of Finance and Administration


Mr. Brad Calder, P. Eng.
Director of Operations/Events Delivery

1. The first part of the report is a summary of the work done during the year. It is a brief statement of the facts and figures, and is intended to give a general impression of the work done. It is not a detailed account of the work, but a summary of the main results. It is a statement of the facts and figures, and is intended to give a general impression of the work done. It is not a detailed account of the work, but a summary of the main results.

2. The second part of the report is a detailed account of the work done during the year. It is a statement of the facts and figures, and is intended to give a general impression of the work done. It is not a detailed account of the work, but a summary of the main results.

REPORT ON THE WORK DONE DURING THE YEAR

The work done during the year is as follows:

1. The first part of the report is a summary of the work done during the year. It is a brief statement of the facts and figures, and is intended to give a general impression of the work done. It is not a detailed account of the work, but a summary of the main results.

2. The second part of the report is a detailed account of the work done during the year. It is a statement of the facts and figures, and is intended to give a general impression of the work done. It is not a detailed account of the work, but a summary of the main results.

Dr. J. H. ...
...

Dr. J. H. ...
...

Dr. J. H. ...
...

1998 HECFI OPERATING BUDGET

1000 HECTOBERLING
730003

1998 HECFI OPERATING BUDGET

INDEX

*A Consolidated Statement of Revenue And Expenses -
Budget Estimates For 1998*

Page 1

*Comparison of 1998 Budget To
The 1997 Actuals And To The 1997 Budget:*

*Revenue: Rental, Licence Fees And Show Revenue
 Other Rentals
 Food, Beverage And Concessions
 Recoveries
 Box Office
 Other Revenue*

*Page 2
Page 3
Page 4
Page 5
Page 6
Page 7*

*Expenses: Operations - Administration
 Food And Beverage
 Events Delivery
 Building Operations
 Marketing And Promotion
 Administration - CEO/Board
 Professional Fees
 Finance And Administration
 Box Office
 Insurance*

*Page 8
Page 9
Page 10
Page 11
Pages 12-13
Page 14
Page 15
Page 16
Page 17
Page 18*

1998 HECFI OPERATING BUDGET

<i>Analysis Of Revenues By Facility Since 1990</i>	<i>Page 19</i>
<i>Savings From Restructuring At HECFI Since 1990</i>	<i>Page 20</i>
<i>1998 Budgeted Municipal Contribution Allocated By Facility</i>	<i>Page 21</i>
<i><u>1998 Budget Adjustment Packages:</u></i>	
<i>Elimination Of Temporary Contract Position In Marketing Department</i>	<i>Page 22</i>
<i>Elimination of Client Service Secretary Position</i>	<i>Page 23</i>
<i>Food and Beverage Efficiencies</i>	<i>Page 24</i>
<i>Additional/Potential Bookings</i>	<i>Page 25</i>
<i>Conceptual Package For Reductions To Address Downloading By Province</i>	<i>Page 26</i>
<i><u>Historical Data:</u></i>	
<i>A Review Of HECFI's Consolidated Results 1986 - 1997</i>	<i>Page 27</i>
<i>HECFI's Municipal Contribution Adjusted To Constant 1986 Dollars</i>	<i>Page 28</i>
<i>A Review Of Financial Results 1986 - 1997 For:</i>	
- <i>Hamilton Convention Centre</i>	<i>Page 29</i>
- <i>Hamilton Place</i>	<i>Page 30</i>
- <i>Copps Coliseum</i>	<i>Page 31</i>
<i>Utilization Of Unexpended Municipal Contribution 1986 - 1997</i>	<i>Page 32</i>

CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES

	1997 Actual (1)	1997 Budget (2)	1998 Maintenance Budget (3)	Budget Adjustment Packages (4)	1998 Budget (5)	1998 Budget		1998 Budget	
						Increase/(Decrease)		Increase/(Decrease)	
						\$	%	\$	%
						(6)	(7)	(8)	(9)
REVENUE									
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,261,613	\$1,296,720	\$1,184,870	\$53,770	\$1,238,640	(\$58,080)	-4.5%	(\$22,973)	-1.8%
OTHER RENTALS	455,110	529,130	475,910	3,000	478,910	(50,220)	-9.5%	23,800	5.2%
FOOD, BEVERAGE AND CONCESSIONS	2,625,974	2,378,510	2,317,170	26,550	2,343,720	(34,790)	-1.5%	(282,254)	-10.7%
RECOVERIES	2,580,856	2,279,580	2,490,640	57,700	2,548,340	268,760	11.8%	(32,516)	-1.3%
BOX OFFICE	382,465	339,790	374,100	16,100	390,200	50,410	14.8%	7,735	2.0%
OTHER	303,457	299,400	315,430	11,920	327,350	27,950	9.3%	23,893	7.9%
TOTAL REVENUE	\$7,609,475	\$7,123,130	\$7,158,120	\$169,040	\$7,327,160	\$204,030	2.9%	(\$282,315)	-3.7%

EXPENSES

OPERATIONS-ADMINISTRATION	\$250,732	\$249,940	\$259,910	\$0	\$259,910	\$9,970	4.0%	(\$822)	-0.3%
FOOD AND BEVERAGE	2,048,397	1,929,600	1,849,030	(57,880)	1,791,150	(138,450)	-7.2%	(257,247)	-12.6%
EVENTS DELIVERY	2,853,722	2,607,160	2,598,320	25,340	2,623,660	16,500	0.6%	(230,062)	-8.1%
BUILDING OPERATIONS	1,607,382	1,596,780	1,670,860	0	1,670,860	74,080	4.6%	63,478	3.9%
MARKETING AND PROMOTION	1,528,450	1,469,770	1,683,340	16,960	1,700,300	230,530	15.7%	171,850	11.2%
ADMINISTRATION-CEO/BOARD	435,995	433,900	434,930	0	434,930	1,030	0.2%	(1,065)	-0.2%
PROFESSIONAL FEES	27,829	33,230	33,630	0	33,630	400	1.2%	5,801	20.8%
FINANCE AND ADMINISTRATION	648,416	680,830	686,450	0	686,450	5,620	0.8%	38,034	5.9%
BOX OFFICE	376,223	373,420	385,530	4,670	390,200	16,780	4.5%	13,977	3.7%
INSURANCE	91,543	104,790	92,360	0	92,360	(12,430)	-11.9%	817	0.9%
TOTAL EXPENSES	\$9,878,689	\$9,479,420	\$9,694,360	(\$10,910)	\$9,683,450	\$204,030	2.2%	(\$195,239)	-2.0%
MUNICIPAL CONTRIBUTION	\$2,269,214	\$2,356,290	\$2,536,240	(\$179,950)	\$2,356,290	\$0	0.0%	\$87,076	3.8%
Budget Adjustment Packages as a Percentage of the 1998 Maintenance Budget									
					-7.1%				

Budget Adjustment Packages as a Percentage of the 1998 Maintenance Budget

NOTE: The detailed Budget Adjustment Packages have been implemented effective January 1, 1998.

Rental, Licence Fees And Show Revenue

Includes:

- Rentals/licence fees for the use of:
 - Great Hall
 - Studio Theatre
 - Copps Coliseum
 - Meeting, exhibition and dining rooms of Hamilton Convention Centre.
- Profits/losses realized from ticket sales on shows promoted/co-promoted by HECFI.

Comparison of 1998 Budget with 1997 Actuals

The decrease in the 1998 budget versus 1997 actuals is mainly due to the loss of some non-recurring convention type activity (e.g. Public Works Convention, the Jehovah's Witnesses Convention) at Copps Coliseum.

1998 Budget	
Increase/(Decrease)	
Over 1997 Actuals	
\$	%
(22,973)	-1.8%

Comparison of 1998 Budget with 1997 Budget

The reduction in the 1998 budget is primarily due to a decline of \$73,550 in licence fees/rent at Copps Coliseum which results mainly from the loss of the following events that were included in the 1997 budget:

1. the Public Works Convention which generated rent of \$22,500;
2. the Autorama show which generated rent of \$26,250;
3. two Jehovah's Witnesses Conventions which generated rent totalling \$41,848; and
4. a movie shoot which had \$22,500 rent in the 1997 budget.

The loss of the above events has been partially offset by the inclusion in the 1998 budget of the following new events:

1. an Internet Services Convention which is budgeted to generate rent of \$26,250; and
2. a Catholic Charismatics Convention which is budgeted to generate rent of \$15,000.

1998 Budget	
Increase/(Decrease)	
Over 1997 Budget	
\$	%
(58,080)	-4.5%

1. The first step in the process is to identify the problem. This involves a thorough analysis of the situation and the identification of the key issues. Once the problem has been identified, the next step is to develop a plan of action. This plan should outline the steps that need to be taken to solve the problem and the resources that will be required. The third step is to implement the plan. This involves putting the plan into action and monitoring progress. Finally, the fourth step is to evaluate the results. This involves assessing the effectiveness of the plan and making any necessary adjustments.

2. The second step in the process is to develop a plan of action. This plan should outline the steps that need to be taken to solve the problem and the resources that will be required. The third step is to implement the plan. This involves putting the plan into action and monitoring progress. Finally, the fourth step is to evaluate the results. This involves assessing the effectiveness of the plan and making any necessary adjustments.

3. The third step in the process is to implement the plan. This involves putting the plan into action and monitoring progress. Finally, the fourth step is to evaluate the results. This involves assessing the effectiveness of the plan and making any necessary adjustments.

Other Rentals

Includes:

- Display advertising revenue at Hamilton Place and Copps Coliseum (external and internal signage)
- Casual ice rental
- Corporate box rentals
- Office space rentals
- Display window rentals at the Convention Centre
- Meeting room rentals at Hamilton Place
- Miscellaneous equipment rentals.

Comparison of 1998 Budget with 1997 Actuals

The increase is primarily a result of higher anticipated display advertising revenues of \$27,084 for Copps Coliseum. This favourable result has been partially offset by the loss of \$6,503 in office rent from the Bach Elgar Choir.

1998 Budget Increase/(Decrease) Over 1997 Actuals	
\$	%
23,800	5.2%

Comparison of 1998 Budget with 1997 Budget

The decrease in revenue is mainly attributable to:

1. lower anticipated display advertising revenues of \$22,400 for Copps Coliseum;
2. lower casual ice rentals of \$30,000 due to less time being available during prime casual ice periods of the year as a result of increased dates in the 1998 budget for the Bulldogs (playoff games), the Raiders, the Canadian Figure Skating Championships and concerts.

1998 Budget Increase/(Decrease) Over 1997 Budget	
\$	%
(50,220)	-9.5%

1. The first part of the document is a list of the names of the members of the committee who have been appointed to study the problem of the shortage of housing in the city of New York.

2. The second part of the document is a list of the names of the members of the committee who have been appointed to study the problem of the shortage of housing in the city of New York.

3. The third part of the document is a list of the names of the members of the committee who have been appointed to study the problem of the shortage of housing in the city of New York.

4. The fourth part of the document is a list of the names of the members of the committee who have been appointed to study the problem of the shortage of housing in the city of New York.

5. The fifth part of the document is a list of the names of the members of the committee who have been appointed to study the problem of the shortage of housing in the city of New York.

Food, Beverage And Concessions

Includes:

- Gross revenue from food and beverage operations at Hamilton Convention Centre and Hamilton Place.
- Food and beverage revenue catered by Hamilton Convention Centre at Copps Coliseum
- Commission revenue received from concessionaire (Versa) at Copps Coliseum

Comparison of 1998 Budget with 1997 Actuals

The decrease in the 1998 budget is primarily due to:

1. lower anticipated revenues of \$198,365 at the Hamilton Convention Centre as a result of the loss of a number of non-recurring conventions which occurred in 1997 (e.g. CSAE, CCMA, Zurich Canada, etc.);
2. lower anticipated food and beverage catering at Hamilton Place as a result of the loss of the Juno Awards which accounted for \$69,574 in revenue; and
3. a reduction in budgeted beverage/food catering at Copps Coliseum as a result of the loss of a non-recurring event (the Womens' Institute Convention).

1998 Budget Increase/(Decrease) Over 1997 Actuals	
\$	%
(282,254)	-10.7%

Comparison of 1998 Budget with 1997 Budget

The decrease is primarily due to:

1. the loss of the Juno Awards and Womens' Institute Convention (\$120,500 in revenues); and
2. the reductions noted in 1. above are partially offset by a \$76,710 increase in Versa commissions which arise mainly from Bulldogs and Raiders games. No playoff games were included in the 1997 budget for the Bulldogs whereas six (6) playoff games have been included in the 1998 budget.

1998 Budget Increase/(Decrease) Over 1997 Budget	
\$	%
(34,790)	-1.5%

PROCESSED FOR EXPORT, PAPER

Exporting to the U.S. and other countries is not permitted.

For information on the U.S. and other countries, see the U.S. and other countries.

Exporting to the U.S. and other countries is not permitted.

For information on the U.S. and other countries, see the U.S. and other countries.

Exporting to the U.S. and other countries is not permitted.

For information on the U.S. and other countries, see the U.S. and other countries.

Exporting to the U.S. and other countries is not permitted.

For information on the U.S. and other countries, see the U.S. and other countries.

Exporting to the U.S. and other countries is not permitted.

For information on the U.S. and other countries, see the U.S. and other countries.

Exporting to the U.S. and other countries is not permitted.

For information on the U.S. and other countries, see the U.S. and other countries.

Exporting to the U.S. and other countries is not permitted.

Exporting to the U.S. and other countries is not permitted.

Recoveries

Includes chargebacks/billings to promoters/clients for:

- Stagehand services
- Event advertising
- Ushers/ticket takers
- Security and police services
- Rink attendants/set up
- Musicians
- Other services and costs

Comparison of 1998 Budget with 1997 Actuals

The small decrease is mainly due to the loss of the Juno and CCMA Awards shows. These events had \$210,400 in recoverable stagehand expenses. The decrease is partially offset by an increase of \$193,020 in recoverable advertising as a result of a change in the mix of events (ie. Trade show/convention events lost have been replaced by five more concerts (13 budgeted vs 8 actual) and other events where advertising is placed on behalf of the promoters).

1998 Budget Increase/(Decrease) Over 1997 Actuals	
\$	%
(32,516)	-1.3%

Comparison of 1998 Budget with 1997 Budget

The increase in the 1998 budget arises primarily from higher activity levels at Copps Coliseum (121 events in 1998 vs. 111 in 1997) of which four represent concerts (13 vs. 9).

1998 Budget Increase/(Decrease) Over 1997 Budget	
\$	%
268,760	11.8%

100% 100% 100%
 100% 100% 100%
 100% 100% 100%
 100% 100% 100%

100% 100% 100%
 100% 100% 100%
 100% 100% 100%
 100% 100% 100%

100% 100% 100%
 100% 100% 100%
 100% 100% 100%
 100% 100% 100%

100% 100% 100%
 100% 100% 100%
 100% 100% 100%
 100% 100% 100%

100% 100% 100%
 100% 100% 100%
 100% 100% 100%
 100% 100% 100%

- 100% 100% 100%
- 100% 100% 100%
- 100% 100% 100%
- 100% 100% 100%
- 100% 100% 100%
- 100% 100% 100%

100% 100% 100%
 100% 100% 100%
 100% 100% 100%
 100% 100% 100%

100% 100% 100%
 100% 100% 100%
 100% 100% 100%
 100% 100% 100%

Box Office

Includes:

- A fee charged to each show requiring the services of the Box Office/TicketMaster.
- Commission revenue received from TicketMaster on ticket service fees charged to patrons:
- (i) Tickets sold for HECFI events through TicketMaster's outlet and phone distribution system; and
- (ii) Tickets sold at HECFI's two box office locations for non-HECFI events.
- The mark-up on credit card fee charges.

Comparison of 1998 Budget with 1997 Actuals

The increase in the 1998 revenue budget results from a change in the mix of events at Copps Coliseum. There are five more concerts in the 1998 budget and their effect on box office fees and TicketMaster commissions is approximately \$15,700.

1998 Budget Increase/(Decrease) Over 1997 Actuals	
\$	%
7,735	2.0%

Comparison of 1998 Budget with 1997 Budget

The increase in budgeted box office revenues relates primarily to the mix of events as detailed earlier (trade shows and conventions where box office services are not required being replaced by events which require the box office, such as increased concert activity at Copps Coliseum (four more concerts) and the Hamilton Convention Centre (8 concerts in 1998)).

1998 Budget Increase/(Decrease) Over 1997 Budget	
\$	%
50,410	14.8%

10/1/2007

The following information was obtained from the records of the Department of Health and Human Services, Office of the Assistant Secretary for Health, regarding the activities of the National Center for Human Genome Research (NCHGR) during the period from 10/1/2007 to 9/30/2008.

The NCHGR is a federal agency that is part of the Department of Health and Human Services.

The NCHGR is responsible for the coordination and implementation of the Human Genome Project (HGP) and the Human Genome Diversity Project (HGDP). The NCHGR also oversees the activities of the National Human Genome Research Institute (NHGRI) and the National Center for Human Genome Diversity Research (NCHGDR).

The NCHGR is also responsible for the coordination and implementation of the Human Genome Project (HGP) and the Human Genome Diversity Project (HGDP).

The NCHGR is also responsible for the coordination and implementation of the Human Genome Project (HGP) and the Human Genome Diversity Project (HGDP).

The NCHGR is also responsible for the coordination and implementation of the Human Genome Project (HGP) and the Human Genome Diversity Project (HGDP).

The NCHGR is also responsible for the coordination and implementation of the Human Genome Project (HGP) and the Human Genome Diversity Project (HGDP).

The NCHGR is also responsible for the coordination and implementation of the Human Genome Project (HGP) and the Human Genome Diversity Project (HGDP).

The NCHGR is also responsible for the coordination and implementation of the Human Genome Project (HGP) and the Human Genome Diversity Project (HGDP).

The NCHGR is also responsible for the coordination and implementation of the Human Genome Project (HGP) and the Human Genome Diversity Project (HGDP).

10/1/2007

10/1/2007

Other Revenue

Includes:

- Commission revenue received from souvenir sales and official suppliers
- Interest earned on advance ticket sales and deposits
- Unredeemed gift certificates
- Annual \$1,500 commission received from the Ministry of Revenue (for collecting and remitting provincial sales taxes)

Comparison of 1998 Budget with 1997 Actuals

The increase arises mainly from approximately \$32,000 in higher anticipated souvenir revenue at Copps Coliseum as a result of the increased number of concerts included in the 1998 budget (13 budgeted vs 8 actual).

1998 Budget Increase/(Decrease) Over 1997 Actuals	
\$	%
23,893	7.9%

Comparison of 1998 Budget with 1997 Budget

The increase in the budget arises mainly from an anticipated rise in both souvenir income in all three facilities (approximately \$9,150) and administration fees (approximately \$12,100). As well, the budget for interest revenue has been increased by \$6,000.

1998 Budget Increase/(Decrease) Over 1997 Budget	
\$	%
27,950	9.3%

Operations - Administration

Includes:

- Responsible for the overall administration and co-ordination of all food and beverage, events delivery and building operational/maintenance functions of HECFI.

Comparison of 1998 Budget with 1997 Actuals

The decrease is primarily due to miscellaneous operating efficiencies.

1998 Budget Increase/(Decrease) Over 1997 Actuals	
\$	%
(822)	-0.3%

Comparison of 1998 Budget with 1997 Budget

The increase in the budget is primarily due to higher property tax charges of \$4,700 as a result of greater office space rentals at Copps Coliseum and an anticipated increase due to the possible transfer of business taxes (paid by the tenant) to the property tax base. As well, inflationary increases are expected on all expenses.

1998 Budget Increase/(Decrease) Over 1997 Budget	
\$	%
9,970	4.0%

Food And Beverage

Includes:

- Overseeing quality food and beverage service and delivery primarily at the Hamilton Convention Centre and also catered functions at both Hamilton Place and Copps Coliseum.

Client Services Division:

- Responsible for the finalization and co-ordination of event requirements with clients up to and including invoicing the client.

Comparison of 1998 Budget with 1997 Actuals

The decrease in budget cost for 1998 versus the actual costs for 1997 is a result of:

1. lower food, beverage and catering revenues of \$286,219;
2. savings from the elimination of a position in the Client Services section in the 1998 budget combined with the non-recurring payout related to the downsizing of an individual in 1997 (combined effect of approximately \$76,500); and
3. savings from operating efficiencies.

1998 Budget Increase/(Decrease) Over 1997 Actuals	
\$	%
(257,247)	-12.6%

Comparison of 1998 Budget with 1997 Budget

The decreased budget costs for 1998 occur as a result of:

1. lower food, beverage and catering revenues of \$111,500 in 1998;
2. savings of \$35,390 from the elimination of a position in the Client Services section; and
3. savings from operating efficiencies.

1998 Budget Increase/(Decrease) Over 1997 Budget	
\$	%
(138,450)	-7.2%

1. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$ (one quarter)

2. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

3. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$ (one quarter)

4. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$ (one quarter)

5. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$ (one quarter)

6. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$ (one quarter)

7. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$ (one quarter)

8. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

9. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$ (one quarter)

10. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$ (one quarter)

11. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$ (one quarter)

12. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$ (one quarter)

13. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$ (one quarter)

14. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$ (one quarter)

15. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$ (one quarter)

16. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

17. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

18. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

19. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

20. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

21. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

22. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

23. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

24. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

25. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

26. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

27. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

28. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

29. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

30. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

31. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

32. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

Events Delivery

Includes:

- Responsible for all aspects of event set-up/staging including staffing requirements, lighting, sound etc.
- Oversees beverage service at Hamilton Place.

Comparison of 1998 Budget with 1997 Actuals

The decrease is due primarily to lower stagehand labour costs of \$249,173 which is attributable to:

1. the loss of the Juno Awards and the CCMA Awards which both account for a reduction in recoverable stagehand costs of \$210,400; and
2. utilizing stagehands to perform more maintenance activities and thereby transferring a further \$28,570 in costs to the Maintenance section.

1998 Budget Increase/(Decrease) Over 1997 Actuals	
\$	%
(230,062)	-8.1%

Comparison of 1998 Budget with 1997 Budget

The increase is mainly due to higher cost related recoveries in the Event Delivery section of \$12,430 combined with higher Hamilton Place bar revenues of \$9,000.

1998 Budget Increase/(Decrease) Over 1997 Budget	
\$	%
16,500	0.6%

Page 1 of 1
Date: 10/10/2019
Time: 10:10:10 AM

Page 1 of 1
Date: 10/10/2019
Time: 10:10:10 AM

1. The first step in the process of creating a new product is to identify a market need. This involves conducting market research to determine what consumers want and need. Once a need is identified, the next step is to develop a concept for a product that meets that need. This concept should be based on the market research and should be unique and innovative. The concept should also be feasible, meaning it can be produced and marketed at a profit. Once the concept is developed, the next step is to create a prototype of the product. This prototype should be used to test the concept and to gather feedback from potential customers. Finally, once the concept has been tested and refined, the product can be developed and marketed.

2. The second step in the process of creating a new product is to develop a business plan. This plan should outline the company's goals, objectives, and strategies for achieving them. It should also include a detailed financial plan, including a budget and a forecast of sales and profits. The business plan is a critical document that will be used to secure financing and to guide the company's operations. It should be updated regularly as the company grows and changes.

3. The third step in the process of creating a new product is to develop a marketing plan. This plan should outline the company's strategies for reaching its target market and for promoting its products. It should include a detailed description of the target market, the company's competitive advantage, and the specific marketing tactics that will be used. The marketing plan is a critical document that will be used to guide the company's marketing efforts and to measure its success.

4. The fourth step in the process of creating a new product is to develop a production plan. This plan should outline the company's strategies for producing its products efficiently and at a low cost. It should include a detailed description of the production process, the equipment and materials that will be used, and the specific steps that will be taken to ensure quality control. The production plan is a critical document that will be used to guide the company's production efforts and to ensure that its products are produced to the highest quality standards.

5. The fifth step in the process of creating a new product is to develop a distribution plan. This plan should outline the company's strategies for distributing its products to its target market. It should include a detailed description of the distribution channels that will be used, the specific steps that will be taken to ensure that the products are delivered to the target market in a timely and efficient manner, and the specific steps that will be taken to ensure that the products are sold at a profit. The distribution plan is a critical document that will be used to guide the company's distribution efforts and to ensure that its products are sold to the target market in a timely and efficient manner.

Building Operations

Includes:

- Responsible for plant, building and equipment maintenance and operations of all three facilities

Comparison of 1998 Budget with 1997 Actuals

The increase in the 1998 budget is primarily a result of staff restructuring in which this section has obtained one additional staff member.

1998 Budget Increase/(Decrease) Over 1997 Actuals	
\$	%
63,478	3.9%

Comparison of 1998 Budget with 1997 Budget

The increased budget in 1998 results mainly from the staff restructuring noted above.

1998 Budget Increase/(Decrease) Over 1997 Budget	
\$	%
74,080	4.6%

1920s 1930s

2nd - 3rd grades
at 1st grade
with 1st grade

1940s 1950s

1st - 2nd grades
(1st - 2nd grades)
with 1st grade

1st - 2nd grades at 1st grade, 2nd grade, 3rd grade, 4th grade, 5th grade, 6th grade, 7th grade, 8th grade, 9th grade, 10th grade, 11th grade, 12th grade

1st - 2nd grades at 1st grade, 2nd grade, 3rd grade, 4th grade, 5th grade, 6th grade, 7th grade, 8th grade, 9th grade, 10th grade, 11th grade, 12th grade

1st - 2nd grades at 1st grade, 2nd grade, 3rd grade, 4th grade, 5th grade, 6th grade, 7th grade, 8th grade, 9th grade, 10th grade, 11th grade, 12th grade

1st - 2nd grades at 1st grade, 2nd grade, 3rd grade, 4th grade, 5th grade, 6th grade, 7th grade, 8th grade, 9th grade, 10th grade, 11th grade, 12th grade

1st - 2nd grades at 1st grade, 2nd grade, 3rd grade, 4th grade, 5th grade, 6th grade, 7th grade, 8th grade, 9th grade, 10th grade, 11th grade, 12th grade

1st - 2nd grades at 1st grade, 2nd grade, 3rd grade, 4th grade, 5th grade, 6th grade, 7th grade, 8th grade, 9th grade, 10th grade, 11th grade, 12th grade

1st - 2nd grades at 1st grade, 2nd grade, 3rd grade, 4th grade, 5th grade, 6th grade, 7th grade, 8th grade, 9th grade, 10th grade, 11th grade, 12th grade

1st - 2nd grades at 1st grade, 2nd grade, 3rd grade, 4th grade, 5th grade, 6th grade, 7th grade, 8th grade, 9th grade, 10th grade, 11th grade, 12th grade

Marketing And Promotion

Includes:

- Responsible for the overall administration of the following divisions:

Entertainment Division:

- Programs the HECFI facilities in a balanced manner that reflects the tastes of the community, and liaises with promoters and producers currently using HECFI facilities to ensure their return.

Hospitality/Sales Division:

- Retains the existing client base which currently utilizes HECFI facilities, while pursuing new "outside" sales opportunities, particularly large scale conventions, trade shows and corporate meetings, with the emphasis on education, medical, religious, union, professional and non-profit sectors.

Promotions/Public Relations Division:

- Creates awareness of HECFI activities and events in all priority audiences including the public at large, trade and local media and clients. Continues to aggressively cultivate a positive image for HECFI programs and events and the City of Hamilton.

1. The first step in the process of creating a new product is to identify a market need. This can be done through market research, which involves gathering information about the target market and its needs. Once a market need has been identified, the next step is to develop a concept for a product that meets this need.

2. The second step is to develop a business plan. This involves creating a detailed outline of the product, its features, and its benefits. It also includes a financial plan, which outlines the costs of production and the expected revenue.

3. The third step is to create a prototype. This is a physical model of the product that can be used to test its design and functionality. Prototyping can be done in a number of ways, including 3D printing, CNC machining, and handcrafting.

4. The fourth step is to conduct market testing. This involves presenting the prototype to a group of potential customers and gathering their feedback. This information can be used to refine the product and its marketing strategy.

5. The fifth step is to launch the product. This involves creating a marketing plan and promoting the product through various channels, such as social media, email, and direct mail. Once the product is launched, it is important to monitor its performance and make adjustments as needed.

6. The sixth step is to evaluate the product's success. This involves tracking sales, customer feedback, and other key performance indicators. This information can be used to determine if the product is meeting its goals and to make any necessary adjustments.

7. The seventh step is to plan for the future. This involves identifying opportunities for growth and expansion, such as developing new products or entering new markets. It also includes creating a long-term vision for the company.

8. The eighth step is to implement the plan. This involves putting the marketing and business plans into action. It includes creating a timeline and assigning responsibilities to team members.

Marketing And Promotion

Comparison of 1998 Budget with 1997 Actuals

The 1998 budget expense has increased from the 1997 actual due mainly to:

1. higher event related recoverable advertising revenues of \$132,165;
2. increased travel costs of \$25,721; and
3. higher advertising and promotion expenses of \$7,550.

1998 Budget Increase/(Decrease) Over 1997 Actuals	
\$	%
171,850	11.2%

Comparison of 1998 Budget with 1997 Budget

The increase in costs in the 1998 budget arises from:

1. a \$193,020 increase in recoverable advertising charged to shows;
2. higher travel costs of \$21,600; and
3. higher advertising and promotion expenses of \$9,090.

1998 Budget Increase/(Decrease) Over 1997 Budget	
\$	%
230,530	15.7%

Appendix B: Data Collection

Appendix B

Appendix B

Appendix B

Appendix B

Appendix B

Appendix B

Appendix B

Appendix B

Appendix B

Appendix B

Appendix B

Appendix B

Appendix B

Appendix B

Appendix B

Appendix B

Appendix B

Appendix B

Appendix B

Appendix B

Appendix B

Administration - CEO/Board

Includes:

- Providing direction to departments/divisions of HECFI as well as administrative support to the HECFI Board of Directors.
- Responsible for entertainment marketing/sales.

Comparison of 1998 Budget with 1997 Actuals

The minimal decrease in budget costs is mainly due to higher temporary staffing costs being incurred in 1997 as a result of the illness of a staff member.

1998 Budget Increase/(Decrease) Over 1997 Actuals	
\$	%
(1,065)	-0.2%

Comparison of 1998 Budget with 1997 Budget

The marginal increase in budget costs is primarily due to inflationary factors.

1998 Budget Increase/(Decrease) Over 1997 Budget	
\$	%
1,030	0.2%

1000

1000

1000

1000

1000

1000

1000

1000

1000

1000

1000

1000

Professional Fees

Includes:

- Audit, legal and consulting fees

Comparison of 1998 Budget with 1997 Actuals

The increase in the 1998 budget results from savings that occurred in 1997 in the areas of consulting and legal fees of approximately \$5,399.

1998 Budget Increase/(Decrease) Over 1997 Actuals	
\$	%
5,801	20.8%

Comparison of 1998 Budget with 1997 Budget

The marginal increase is a result of an anticipated inflationary adjustment to audit fees for 1998.

1998 Budget Increase/(Decrease) Over 1997 Budget	
\$	%
400	1.2%

Page 1 of 1

1. The first part of the document is a list of the names of the people who were present at the meeting. The names are listed in alphabetical order.

Page 2 of 2

2. The second part of the document is a list of the topics that were discussed at the meeting. The topics are listed in alphabetical order.

3. The third part of the document is a list of the actions that were taken at the meeting. The actions are listed in alphabetical order.

4. The fourth part of the document is a list of the dates when the actions were completed. The dates are listed in alphabetical order.

5. The fifth part of the document is a list of the people who were responsible for completing the actions. The names are listed in alphabetical order.

6. The sixth part of the document is a list of the people who were responsible for monitoring the progress of the actions. The names are listed in alphabetical order.

Finance And Administration

Includes:

Finance Division

- Provides an advisory role and accounting services including internal controls, financial settlements, budgeting and financial reporting for all HECFI departments.

Administrative Division

- Provides an advisory, support role for all HECFI departments in the field of human resource management and co-ordinates insurance and legal claims for the corporation.
- Responsible for the overall administration of the finance and box office divisions.

Comparison of 1998 Budget with 1997 Actuals

The increase in the budget is mainly due to cost savings attained in 1997 as a result of:

1. the illness, for all of 1997, of a staff member whose salary was covered by insurance while the position was filled by temporary help at a significantly lower cost;
2. savings of approximately \$6,000 realized by lowering the year end vacation pay carry forward liability.

1998 Budget	
Increase/(Decrease)	
Over 1997 Actuals	
\$	%

38,034	5.9%
--------	------

Comparison of 1998 Budget with 1997 Budget

The increase is due to inflationary adjustments.

1998 Budget	
Increase/(Decrease)	
Over 1997 Budget	
\$	%

5,620	0.8%
-------	------

$$\frac{1}{2} \frac{d}{dt} \left(\frac{1}{2} \frac{d}{dt} \right)$$

$$\frac{1}{2} \frac{d}{dt} \left(\frac{1}{2} \frac{d}{dt} \right)$$

...

Box Office

Includes:

- Providing ticketing service for all facilities in conjunction with TicketMaster Inc.

Comparison of 1998 Budget with 1997 Actuals

The increase is due primarily to the cost of:

1. servicing higher related box office revenues of \$7,735 in 1998; and
2. providing for inflationary cost increases, including both merit and cost of living adjustments for non-union salary staff.

1998 Budget Increase/(Decrease) Over 1997 Actuals	
\$	%
13,977	3.7%

Comparison of 1998 Budget with 1997 Budget

The increase is due primarily to the cost of servicing higher related box office revenues of \$50,410 in the 1998 budget.

1998 Budget Increase/(Decrease) Over 1997 Budget	
\$	%
16,780	4.5%

Insurance

Includes:

- The cost of a complete insurance programme for all facilities.

Comparison of 1998 Budget with 1997 Actuals

The increase relates to including a general provision for possible increases in insurance premiums in 1998.

1998 Budget	
Increase/(Decrease)	
Over 1997 Actuals	
\$	%
817	0.9%

Comparison of 1998 Budget with 1997 Budget

The 1998 budget reflects lower anticipated costs as a result of a recent City Proposal Call for insurance providers.

1998 Budget	
Increase/(Decrease)	
Over 1997 Budget	
\$	%
(12,430)	-11.9%

10/10/10 10:10

10/10/10 10:10
10/10/10 10:10
10/10/10 10:10

10/10/10 10:10

10/10/10 10:10
10/10/10 10:10
10/10/10 10:10

10/10/10 10:10
10/10/10 10:10
10/10/10 10:10

10/10/10 10:10
10/10/10 10:10
10/10/10 10:10

10/10/10 10:10
10/10/10 10:10
10/10/10 10:10

10/10/10 10:10
10/10/10 10:10
10/10/10 10:10

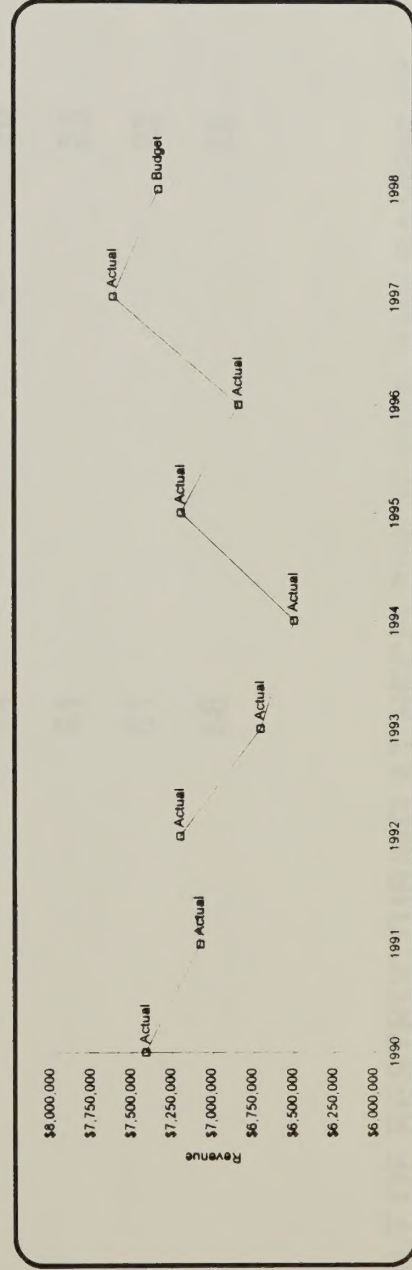
10/10/10 10:10
10/10/10 10:10
10/10/10 10:10

10/10/10 10:10

10/10/10 10:10

ANALYSIS OF REVENUE BY FACILITY SINCE 1990

	1990 Actual	1991 Actual	1992 Actual	1993 Actual	1994 Actual	1995 Actual	1996 Actual	1997 Actual	1998 Budget	1998 Budget Increase/(Decrease) Over 1990 Actual	
										\$	%
Hamilton Convention Centre	\$3,980,395	\$3,324,553	\$2,803,636	\$2,560,002	\$2,376,951	2,468,970	2,518,503	\$2,760,493	\$2,563,716	(\$1,416,679)	-35.6%
Hamilton Place Theatre	1,461,419	1,370,988	2,013,238	1,559,585	1,114,114	1,606,701	1,258,091	1,512,294	1,240,405	(221,014)	-15.1%
Copps Coliseum	1,970,644	2,379,987	2,378,876	2,581,181	3,001,111	3,114,920	3,059,944	3,336,688	3,523,039	1,552,395	78.8%
HECFI TOTAL	\$7,412,458	\$7,075,528	\$7,195,750	\$6,700,768	\$6,492,176	\$7,190,591	\$6,836,538	\$7,609,475	\$7,327,160	(\$85,298)	-1.2%



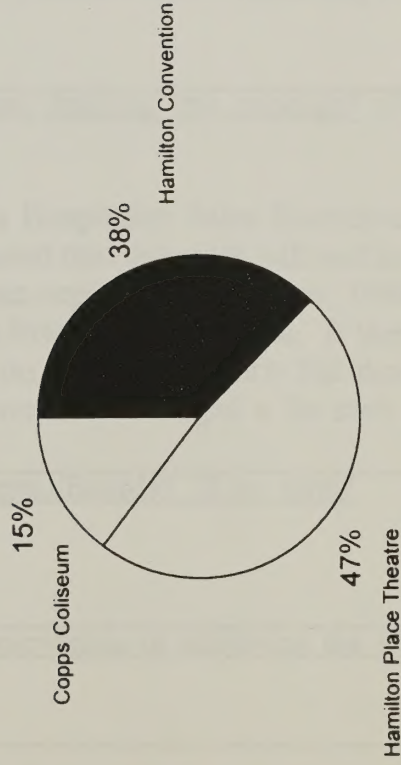
SAVINGS FROM RESTRUCTURING AT HECFI SINCE 1990

BUDGET YEAR	NUMBER OF PERMANENT FULL-TIME <u>SALARY/WAGE EMPLOYEES</u>	CUMULATIVE DECREASE SINCE 1990 BUDGET	
		<u>NUMBER</u>	<u>PERCENTAGE</u>
1990	84		
1991	80	4	5%
1992	79	5	6%
1993	73	11	13%
1994	69	15	18%
1995	64	20	24%
1996	61	23	27%
1997	61	23	27%
1998	58	26	31%

NOTE:

AS A RESULT OF RESTRUCTURING AT HECFI SINCE 1990, THE SAVING IN 1998 DOLLARS IS APPROXIMATELY \$1,286,000 IN ANNUAL OVERHEAD COSTS.

1998 BUDGETED MUNICIPAL CONTRIBUTION
Allocated by Facility



	BUDGETED REVENUE		BUDGETED EXPENSES		BUDGETED MUNICIPAL CONTRIBUTION	
	1997	1998	1997	1998	1997	1998
HAMILTON CONVENTION CENTRE	\$2,509,135	\$2,563,716	\$3,394,436	\$3,396,890	\$885,301	\$833,174
HAMILTON PLACE THEATRE	1,320,979	1,240,405	2,447,376	2,478,620	1,126,397	1,238,215
COPPS COLISEUM	3,293,016	3,523,039	3,637,608	3,807,940	344,592	284,901
	<u>\$7,123,130</u>	<u>\$7,327,160</u>	<u>\$9,479,420</u>	<u>\$9,683,450</u>	<u>\$2,356,290</u>	<u>\$2,356,290</u>

CITY OF HAMILTON
1998 CURRENT BUDGET ESTIMATES
BUDGET ADJUSTMENT PACKAGE

1. Department/Local Board Hamilton Entertainment and Convention Facilities Inc.

2. Considerations:

- (a) Amount 1998 \$12,540 /Annualized Net Savings \$42,480
 (b) Effective Date: September, 1998 /Projected 1999 Net Savings \$
 (c) Position Affected and F.T.E.'s
 One Temporary
 (d) Status of Position
 (e) Affects Expenditure X Revenue

3. Package Description

Elimination of temporary contract position in the Marketing Department.

4. What are the consequences of not funding this package? (Service Implications, including revenue implications)

This position was created when a Hospitality Sales Executive was seconded to work on the Facility Management System. It is anticipated that this work will end in August and thus, the temporary position will be eliminated once the contract expires in September, 1998. There is a possibility that the Region will be utilizing HECFI's Facility Management System. If this occurs, the Hospitality Sales Executive would likely be required to work on the system nearly full time. If so, the temporary position may be made permanent and the Region would be charged a fee such that the equivalent of the savings noted below would be attained.

5. Does this package affect other Depts./Boards? If so, how?

No

6. Are there alternative methods of providing or achieving the service as described above. If so, how?

No

7. Package ranking by - Dept./Board: 1 of 4
 - Corp. Mgmt. Team: of

8. Account Analysis: (For more space please attach separate sheet)

<u>Account No.</u>	<u>Amount</u>	<u>Annualized Amount</u>
HE 51001 85004	\$10,480.	\$35,330.
HE 51202 85004	120.	380.
HE 51203 85004	420.	1,410.
HE 51205 85004	340.	1,020.
HE 51209 85004	360.	1,220.
HE 51210 85004	200.	690.
HE 51213 85004	540.	2,150.
HE 51216 85004	80.	280.
TOTAL AMOUNT	<u>\$12,540.</u>	<u>\$42,480.</u>

CITY OF HAMILTON
1998 CURRENT BUDGET ESTIMATES
BUDGET ADJUSTMENT PACKAGE

1. Department/Local Board Hamilton Entertainment and Convention Facilities Inc.

2. Considerations:

- (a) Amount 1998 \$35,390 /Annualized Net Savings \$ 35,390
 (b) Effective Date: January 1, 1998 /Projected 1999 Net Savings \$
 (c) Position Affected and F.T.E.'s
 One Permanent
 (d) Status of Position
 (e) Affects Expenditure X Revenue

3. Package Description

Elimination of Client Services Secretary position.

4. What are the consequences of not funding this package? (Service Implications, including revenue implications)

There is currently a vacancy in the Client Services Section of the Operations/Events Delivery Department which presents the opportunity to eliminate the Secretary position. The work done by this position will be dispersed throughout the Client Services Section.

5. Does this package affect other Depts./Boards? If so, how?

No

6. Are there alternative methods of providing or achieving the service as described above. If so, how?

No

7. Package ranking by - Dept./Board: 2 of 4
 - Corp. Mgmt. Team: of

8. Account Analysis: (For more space please attach separate sheet)

<u>Account No.</u>	<u>Amount</u>	<u>Annualized Amount</u>
HE 51001 82501	\$29,140.	\$29,140.
HE 51202 82051	310.	310.
HE 51203 82051	1,170.	1,170.
HE 51205 82051	820.	820.
HE 51209 82051	1,000.	1,000.
HE 51210 82051	570.	570.
HE 51213 82051	2,140.	2,140.
HE 51216 82051	240.	240.
TOTAL AMOUNT	<u>\$35,390.</u>	<u>\$35,390.</u>

(should agree to total in 2.(a))

STATE OF NEW YORK IN SENATE January 14, 1903

REPORT OF THE COMMISSIONER OF THE LAND OFFICE

No.	Description of Land	Area in Acres	Value in Dollars
1	Land owned by the State	1,234	\$12,340
2	Land owned by the State	567	\$5,670
3	Land owned by the State	890	\$8,900
4	Land owned by the State	1,012	\$10,120
5	Land owned by the State	345	\$3,450
6	Land owned by the State	678	\$6,780
7	Land owned by the State	901	\$9,010
8	Land owned by the State	234	\$2,340
9	Land owned by the State	567	\$5,670
10	Land owned by the State	890	\$8,900

TOTAL

Amount of Land owned by the State

Amount of Land owned by the State

Amount of Land owned by the State

Amount of Land owned by the State

Amount

Amount of Land owned by the State

Amount

Amount of Land owned by the State

Amount of Land owned by the State

Amount of Land owned by the State

Amount of Land owned by the State

Amount of Land owned by the State

Amount of Land owned by the State

Amount of Land owned by the State

Amount of Land owned by the State

Amount of Land owned by the State

Amount of Land owned by the State

Amount of Land owned by the State

Amount of Land owned by the State

Amount of Land owned by the State

CITY OF HAMILTON
1998 CURRENT BUDGET ESTIMATES
BUDGET ADJUSTMENT PACKAGE

1. Department/Local Board Hamilton Entertainment and Convention Facilities Inc.
2. Considerations:
- (a) Amount 1998 \$ 22,490 /Annualized Net Savings \$ 22,490
- (b) Effective Date: January 1, 1998 /Projected 1999 Net Savings \$
- (c) Position Affected and F.T.E.'s
None
- (d) Status of Position
- (e) Affects Expenditure X Revenue

3. Package Description

Food and Beverage Efficiencies

Food and Beverage efficiencies will be sought by reducing the number of part-time staff utilized on Hamilton Convention Centre functions.

4. What are the consequences of not funding this package? (Service Implications, including revenue implications)

Lower staff levels will result in reduced labour costs and therefore higher Food and Beverage margins.

5. Does this package affect other Depts./Boards? If so, how?

No

6. Are there alternative methods of providing or achieving the service as described above. If so, how?

No

7. Package ranking by - Dept./Board: 3 of 4
- Corp. Mgmt. Team: of

8. Account Analysis: (For more space please attach separate sheet)

<u>Account No.</u>	<u>Amount</u>	<u>Annualized Amount</u>
HE 51113 82201	\$4,520.	\$4,520.
HE 51115 82201	3,220.	3,220.
HE 51116 82201	1,970.	1,970.
HE 51117 82201	11,060.	11,060.
HE 51205 82201	520.	520.
HE 51209 82201	790.	790.
HE 51210 82201	410.	410.
TOTAL AMOUNT	<u>\$22,490.</u>	<u>\$22,490.</u>

CITY OF HAMILTON
1998 CURRENT BUDGET ESTIMATES
BUDGET ADJUSTMENT PACKAGE

1. Department/Local Board Hamilton Entertainment and Convention Facilities Inc.
2. Considerations:
- (a) Amount 1998 \$ 109,530 /Annualized Net Savings \$ 109,530
- (b) Effective Date: January 1, 1998 /Projected 1999 Net Savings \$
- (c) Position Affected and F.T.E.'s
None
- (d) Status of Position
- (e) Affects Expenditure X Revenue X

3. Package Description

Additional/Potential Bookings

Inclusion in the budget of a number of potential bookings.

4. What are the consequences of not funding this package? (Service Implications, including revenue implications)

Should events cancel, should some of these potential events not materialize or should other budgeted events not attain their revenue targets it will be necessary to make additional expenditure cuts to offset the lost revenues.

5. Does this package affect other Depts./Boards? If so, how?

No

6. Are there alternative methods of providing or achieving the service as described above. If so, how?

No

7. Package ranking by - Dept./Board: 4 of 4
 - Corp. Mgmt. Team: of

8. Account Analysis: (For more space please attach separate sheet)

<u>Account No.</u>	<u>Amount</u>	<u>Annualized Amount</u>
--------------------	---------------	--------------------------

See attached listing

TOTAL AMOUNT	<u>\$109,530.</u>	<u>\$109,530.</u>
(should agree to total in 2.(a))		

STATE OF NEW YORK
IN SENATE
January 1, 1913

REPORT OF THE COMMISSIONERS OF THE LAND OFFICE
IN RESPONSE TO A RESOLUTION PASSED BY THE SENATE
JANUARY 1, 1913

1. The total area of the State of New York, in square miles, is 47,155.84.	100
2. The total area of the State of New York, in square miles, is 47,155.84.	100
3. The total area of the State of New York, in square miles, is 47,155.84.	100
4. The total area of the State of New York, in square miles, is 47,155.84.	100
5. The total area of the State of New York, in square miles, is 47,155.84.	100
6. The total area of the State of New York, in square miles, is 47,155.84.	100
7. The total area of the State of New York, in square miles, is 47,155.84.	100
8. The total area of the State of New York, in square miles, is 47,155.84.	100
9. The total area of the State of New York, in square miles, is 47,155.84.	100
10. The total area of the State of New York, in square miles, is 47,155.84.	100

LAND OFFICE

REPORT OF THE COMMISSIONERS OF THE LAND OFFICE
IN RESPONSE TO A RESOLUTION PASSED BY THE SENATE
JANUARY 1, 1913

1. The total area of the State of New York, in square miles, is 47,155.84.

2. The total area of the State of New York, in square miles, is 47,155.84.

3. The total area of the State of New York, in square miles, is 47,155.84.

4. The total area of the State of New York, in square miles, is 47,155.84.

5. The total area of the State of New York, in square miles, is 47,155.84.

6. The total area of the State of New York, in square miles, is 47,155.84.

7. The total area of the State of New York, in square miles, is 47,155.84.

8. The total area of the State of New York, in square miles, is 47,155.84.

9. The total area of the State of New York, in square miles, is 47,155.84.

10. The total area of the State of New York, in square miles, is 47,155.84.

8. Account Analysis**Revenues**

<u>Account Number</u>	<u>Amount</u>	<u>Annualized Amount</u>
HE 441GH 80072	\$ 6,770.	\$ 6,770.
HE 441CV 80073	11,250.	11,250.
HE 4410H 80073	15,750	15,750.
HE 441PH 80073	20,000.	20,000.
HE 44170 80083	3,000.	3,000.
HE 44250 80102	1,110.	1,110.
HE 44252 80102	920.	920.
HE 44256 80102	920.	920.
HE 44257 80103	23,600.	23,600.
HE 48058 80302	6,200.	6,200.
HE 48062 80302	1,200.	1,200.
HE 48066 80302	1,200.	1,200.
HE 48056 80303	300.	300.
HE 48057 80303	3,800.	3,800.
HE 48058 80303	150.	150.
HE 48062 80303	3,500.	3,500.
HE 48063 80303	4,600.	4,600.
HE 48064 80303	1,780.	1,780.
HE 48066 80303	4,500.	4,500.
HE 48068 80303	800.	800.
HE 48069 80303	170.	170.
HE 48059 80502	4,500.	4,500.
HE 48059 80503	25,000.	25,000.
HE 44008 80703	500.	500.
HE 44503 80703	2,000.	2,000.
HE 46001 80904	9,420	9,420.
HE 44081 80914	1,500.	1,500.
HE 44082 80914	7,000.	7,000.
HE 44086 80914	800.	800.
HE 44087 80914	<u>6,800.</u>	<u>6,800.</u>
Total Revenue Increase	\$169,040.	\$169,040.

Summary

Category	Sub-category	Value
1	1.1	1.1
1	1.2	1.2
1	1.3	1.3
1	1.4	1.4
1	1.5	1.5
1	1.6	1.6
1	1.7	1.7
1	1.8	1.8
1	1.9	1.9
1	1.10	1.10
1	1.11	1.11
1	1.12	1.12
1	1.13	1.13
1	1.14	1.14
1	1.15	1.15
1	1.16	1.16
1	1.17	1.17
1	1.18	1.18
1	1.19	1.19
1	1.20	1.20
1	1.21	1.21
1	1.22	1.22
1	1.23	1.23
1	1.24	1.24
1	1.25	1.25
1	1.26	1.26
1	1.27	1.27
1	1.28	1.28
1	1.29	1.29
1	1.30	1.30
1	1.31	1.31
1	1.32	1.32
1	1.33	1.33
1	1.34	1.34
1	1.35	1.35
1	1.36	1.36
1	1.37	1.37
1	1.38	1.38
1	1.39	1.39
1	1.40	1.40
1	1.41	1.41
1	1.42	1.42
1	1.43	1.43
1	1.44	1.44
1	1.45	1.45
1	1.46	1.46
1	1.47	1.47
1	1.48	1.48
1	1.49	1.49
1	1.50	1.50
1	1.51	1.51
1	1.52	1.52
1	1.53	1.53
1	1.54	1.54
1	1.55	1.55
1	1.56	1.56
1	1.57	1.57
1	1.58	1.58
1	1.59	1.59
1	1.60	1.60
1	1.61	1.61
1	1.62	1.62
1	1.63	1.63
1	1.64	1.64
1	1.65	1.65
1	1.66	1.66
1	1.67	1.67
1	1.68	1.68
1	1.69	1.69
1	1.70	1.70
1	1.71	1.71
1	1.72	1.72
1	1.73	1.73
1	1.74	1.74
1	1.75	1.75
1	1.76	1.76
1	1.77	1.77
1	1.78	1.78
1	1.79	1.79
1	1.80	1.80
1	1.81	1.81
1	1.82	1.82
1	1.83	1.83
1	1.84	1.84
1	1.85	1.85
1	1.86	1.86
1	1.87	1.87
1	1.88	1.88
1	1.89	1.89
1	1.90	1.90
1	1.91	1.91
1	1.92	1.92
1	1.93	1.93
1	1.94	1.94
1	1.95	1.95
1	1.96	1.96
1	1.97	1.97
1	1.98	1.98
1	1.99	1.99
1	2.00	2.00
2	2.1	2.1
2	2.2	2.2
2	2.3	2.3
2	2.4	2.4
2	2.5	2.5
2	2.6	2.6
2	2.7	2.7
2	2.8	2.8
2	2.9	2.9
2	2.10	2.10
2	2.11	2.11
2	2.12	2.12
2	2.13	2.13
2	2.14	2.14
2	2.15	2.15
2	2.16	2.16
2	2.17	2.17
2	2.18	2.18
2	2.19	2.19
2	2.20	2.20
2	2.21	2.21
2	2.22	2.22
2	2.23	2.23
2	2.24	2.24
2	2.25	2.25
2	2.26	2.26
2	2.27	2.27
2	2.28	2.28
2	2.29	2.29
2	2.30	2.30
2	2.31	2.31
2	2.32	2.32
2	2.33	2.33
2	2.34	2.34
2	2.35	2.35
2	2.36	2.36
2	2.37	2.37
2	2.38	2.38
2	2.39	2.39
2	2.40	2.40
2	2.41	2.41
2	2.42	2.42
2	2.43	2.43
2	2.44	2.44
2	2.45	2.45
2	2.46	2.46
2	2.47	2.47
2	2.48	2.48
2	2.49	2.49
2	2.50	2.50
2	2.51	2.51
2	2.52	2.52
2	2.53	2.53
2	2.54	2.54
2	2.55	2.55
2	2.56	2.56
2	2.57	2.57
2	2.58	2.58
2	2.59	2.59
2	2.60	2.60
2	2.61	2.61
2	2.62	2.62
2	2.63	2.63
2	2.64	2.64
2	2.65	2.65
2	2.66	2.66
2	2.67	2.67
2	2.68	2.68
2	2.69	2.69
2	2.70	2.70
2	2.71	2.71
2	2.72	2.72
2	2.73	2.73
2	2.74	2.74
2	2.75	2.75
2	2.76	2.76
2	2.77	2.77
2	2.78	2.78
2	2.79	2.79
2	2.80	2.80
2	2.81	2.81
2	2.82	2.82
2	2.83	2.83
2	2.84	2.84
2	2.85	2.85
2	2.86	2.86
2	2.87	2.87
2	2.88	2.88
2	2.89	2.89
2	2.90	2.90
2	2.91	2.91
2	2.92	2.92
2	2.93	2.93
2	2.94	2.94
2	2.95	2.95
2	2.96	2.96
2	2.97	2.97
2	2.98	2.98
2	2.99	2.99
2	3.00	3.00

Expenditures

<u>Account Number</u>	<u>Amount</u>	<u>Annualized Amount</u>
HE 51002 83202	\$1,330.	\$1,330.
HE 51205 83202	30.	30.
HE 51209 83202	50.	50.
HE 51210 83202	30.	30.
HE 56401 83202	600.	600.
HE 56404 83202	570.	570.
HE 51102 83302	3,770.	3,770.
HE 51106 83302	560.	560.
HE 51125 83302	70.	70.
HE 51203 83302	220.	220.
HE 51205 83302	100.	100.
HE 51209 83302	140.	140.
HE 51210 83302	90.	90.
HE 51213 83302	110.	110.
HE 51216 83302	20.	20.
HE 51102 83303	110.	110.
HE 51119 83372	1,130.	1,130.
HE 51205 83372	20.	20.
HE 51209 83372	40.	40.
HE 51210 83372	30.	30.
HE 51119 83373	2,850.	2,850.
HE 51120 83373	4,140.	4,140.
HE 51205 83373	160.	160.
HE 51209 83373	260.	260.
HE 51210 83373	130.	130.
HE 56149 83393	4,290.	4,290.
HE 51102 83403	3,410.	3,410.
HE 51205 83403	80.	80.
HE 51209 83403	130.	130.
HE 51210 83403	70.	70.
HE 56384 83403	800.	800.
HE 56501 85002	4,500.	4,500.
HE 56501 85503	25,000.	25,000.
HE 51122 87914	4,310.	4,310.
HE 51205 87914	110.	110.
HE 51209 87914	170.	170.
HE 51210 87914	<u>80.</u>	<u>80.</u>
 Total Expenditure Increase	 <u>\$59,510.</u>	 <u>\$59,510.</u>
 Total Net Revenue Increase	 <u>\$109,530.</u>	 <u>\$109,530.</u>

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
1998 CURRENT BUDGET ESTIMATES
CONCEPTUAL PACKAGE FOR DOWNLOADING BY PROVINCE

The preceding four HECFI Budget Adjustment Packages total 7.1% of the 1998 Maintenance Budget and reduce the 1998 HECFI Budget to a zero (0) per cent increase (this is more than double the 3.5% target requested by City Council).

City Council has also requested that all City Departments and Local Boards provide Conceptual Packages to cover Provincial Downloading such that total cuts of 11% of the 1998 Maintenance Budget are identified.

HECFI Management is comfortable with the zero (0) per cent increase to the Municipal Contribution contained in this budget. Further cuts could well impact on HECFI's ability to adequately fulfil its mandate to attract activity to the downtown core.

It is possible to attain further cuts if fewer sales related trips are taken; if the number of advertisements placed in trade publications are curtailed along with fewer ads to promote upcoming shows (e.g. Star Power, Spec-Tel, etc.); and if reductions are made to building maintenance (e.g. reduced frequency of floor finishing, carpet cleaning, painting and cosmetic repair activities). If these cuts are made there will be fewer sales opportunities/contacts and the three facilities will appear dirtier and more "run-down". In turn, these reductions could result in fewer event bookings, less revenues and less activity in the downtown core.

The above noted cuts could amount to \$99,040.

A REVIEW OF HECFT'S CONSOLIDATED

AND SUBJECT INFORMATION

HISTORICAL DATA

AT100 JAC19072M

A REVIEW OF HECFI'S CONSOLIDATED RESULTS 1986-1997

Year	Revenue (1)	Expenses (2)	Excess of Expenses Over Revenue From Operations Column (2) Less Column (1) (3)	Approved Municipal Contribution (4)	Unexpended Municipal Contribution Column (4) Less Column (3) (5)
1986	\$5,989,571	\$7,714,366	\$1,724,795	\$2,432,570	\$707,775
1987	7,011,761	8,554,784	1,543,023	2,535,960	992,937
1988	7,043,005	8,699,847	1,656,842	2,445,960	789,118
1989	7,190,248	9,655,484	2,465,236	2,465,320	84
1990	7,412,458	10,008,734	2,596,276	2,602,180	5,904
1991	7,075,528	9,402,646	2,327,118	2,705,170	378,052
1992	7,195,750	9,722,120	2,526,370	2,702,370	176,000
1993	6,700,768	9,144,254	2,443,486	2,712,590	269,104
1994	6,492,176	8,723,482	2,231,306	2,503,740	272,434
1995	7,190,591	9,315,938	2,125,347	2,426,150	300,803
1996	6,836,538	9,206,523	2,369,985	2,402,290	32,305
1997	7,609,475	9,878,689	2,269,214	2,356,290	87,076

NOTES:

(1) Included in the approved municipal contribution amounts (Column (4)) for 1990 and 1991 are the following additional funding requirements:

	1990	1991
Cost of Implementing Pay/Internal Equity In Accordance With Provincial Legislation	\$396,860	\$462,860
Transfer of the Central Utilities Plant To The City	NIL	61,710
	\$396,860	\$524,570

(2) The unexpended municipal contributions were returned to the City and used primarily to fund HECFI's reserve for capital projects (see page 32).

REPORT OF THE COMMISSIONER OF THE GENERAL LAND OFFICE

IN
 PRESENCE OF
 THE
 COMMISSIONER OF THE
 GENERAL LAND OFFICE
 AND
 THE
 SECRETARY OF THE
 LAND OFFICE

IN
 PRESENCE OF
 THE
 COMMISSIONER OF THE
 GENERAL LAND OFFICE
 AND
 THE
 SECRETARY OF THE
 LAND OFFICE

IN
 PRESENCE OF
 THE
 COMMISSIONER OF THE
 GENERAL LAND OFFICE
 AND
 THE
 SECRETARY OF THE
 LAND OFFICE

IN
 PRESENCE OF
 THE
 COMMISSIONER OF THE
 GENERAL LAND OFFICE
 AND
 THE
 SECRETARY OF THE
 LAND OFFICE

IN
 PRESENCE OF
 THE
 COMMISSIONER OF THE
 GENERAL LAND OFFICE
 AND
 THE
 SECRETARY OF THE
 LAND OFFICE

HECFI'S MUNICIPAL CONTRIBUTION ADJUSTED TO CONSTANT 1986 DOLLARS

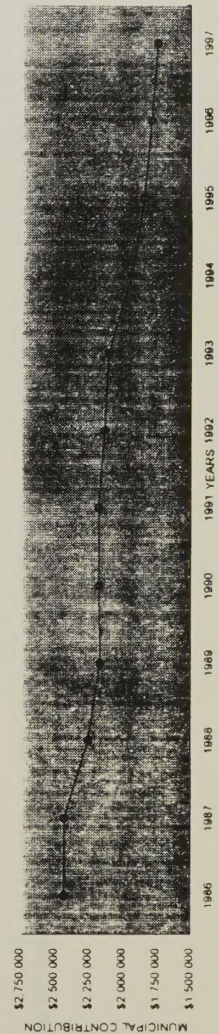
Year	Approved Budgeted Municipal Contribution (1)	Canadian Consumer Price Index As At December 31 (2)	Constant Dollar Adjustment Factor (3)	Approved Budgeted Municipal Contribution In Constant 1986 Dollars (4)
1986	\$2,432,570	101.9	1.0000	\$2,432,570
1987	2,535,960	106.1	0.9604	2,435,536
1988	2,445,960	110.3	0.9238	2,259,578
1989	2,465,320	116.0	0.8784	2,165,537
1990	2,602,180	121.8	0.8366	2,176,984
1991	2,705,170	126.4	0.8062	2,180,908
1992	2,702,370	129.1	0.7893	2,132,981
1993	2,712,590	131.3	0.7761	2,105,241
1994	2,503,740	131.6	0.7743	1,938,646
1995	2,426,150	133.9	0.7610	1,846,300
1996	2,402,290	136.8	0.7449	1,789,466
1997	2,356,290	137.8	0.7395	1,742,476

NOTES:

(1) Column (4) above indicates that HECFI's approved budgeted municipal contribution has been declining in constant 1986 dollars from a level of \$2,432,570 in 1986 to \$1,742,476 in 1997, i.e. a decline of approximately 28%.

(2) Included in the approved municipal contribution amounts in Column (1) for 1990 and 1991 are the following additional funding requirements:

	1990	1991
Cost Of Implementing Pay/Internal Equity In Accordance With Provincial Legislation	\$396,860	\$462,860
Transfer Of The Central Utilities Plant To The City	NIL	61,710
	\$396,860	\$524,570



A REVIEW OF HAMILTON CONVENTION CENTRE'S FINANCIAL RESULTS 1986 - 1997

Year	Total Revenue	Total Expenses	Excess of Expenses Over Revenue From Operations
1986	\$2,496,349	\$3,001,079	\$504,730
1987	2,918,814	3,362,073	443,259
1988	3,012,948	3,606,944	593,996
1989	3,795,674	3,998,042	202,368
1990	3,980,395	4,044,692	64,297
1991	3,324,553	3,862,338	537,785
1992	2,803,636	3,778,502	974,866
1993	2,560,002	3,581,569	1,021,567
1994	2,376,951	3,319,698	942,747
1995	2,468,970	3,367,859	898,889
1996	2,518,503	3,285,667	767,164
1997	2,760,493	3,534,225	773,732

NOTES:

(1) The above figures reflect an allocation of Corporate revenue and expenses in each of the applicable years. However, interest and other debenture costs, as well as, energy costs are absorbed by the City of Hamilton and are not reflected in these numbers.

(2) The above figures for total revenue do not reflect an apportionment of the municipal contribution.

A REVIEW OF HAMILTON PLACE'S FINANCIAL RESULTS 1986 - 1997

Year	Total Revenue	Total Expenses	Excess of Expenses Over Revenue From Operations
1986	\$1,791,432	\$2,678,178	\$886,746
1987	1,911,960	2,852,956	940,996
1988	1,625,500	2,565,012	939,512
1989	1,689,367	3,126,279	1,436,912
1990	1,461,419	3,108,014	1,646,595
1991	1,370,988	2,412,448	1,041,460
1992	2,013,238	3,062,107	1,048,869
1993	1,559,585	2,589,139	1,029,554
1994	1,114,114	2,188,128	1,074,014
1995	1,606,701	2,633,487	1,026,786
1996	1,258,091	2,367,528	1,109,437
1997	1,512,294	2,659,387	1,147,093

NOTES:

(1) The above figures reflect an allocation of Corporate revenue and expenses in each of the applicable years. However, interest and other debenture costs, as well as, energy costs are absorbed by the City of Hamilton and are not reflected in these numbers.

(2) The above figures for total revenue do not reflect an apportionment of the municipal contribution.

1. The first part of the report is a general introduction to the project.

2. The second part of the report is a detailed description of the methodology used.

3. The third part of the report is a discussion of the results of the study.

4. The fourth part of the report is a conclusion and a list of references.

1. The first part of the report is a general introduction to the project.

2. The second part of the report is a detailed description of the methodology used.

3. The third part of the report is a discussion of the results of the study.

4. The fourth part of the report is a conclusion and a list of references.

5. The fifth part of the report is a list of references.

6. The sixth part of the report is a list of references.

7. The seventh part of the report is a list of references.

A REVIEW OF COPPS COLISEUM'S FINANCIAL RESULTS 1986 - 1997

Year	Total Revenue	Total Expenses	Excess of Expenses Over Revenue From Operations
1986	\$1,701,790	\$2,035,109	\$333,319
1987	2,180,987	2,339,755	158,768
1988	2,404,557	2,527,891	123,334
1989	1,705,207	2,531,163	825,956
1990	1,970,644	2,856,028	885,384
1991	2,379,987	3,127,860	747,873
1992	2,378,876	2,881,511	502,635
1993	2,581,181	2,973,546	392,365
1994	3,001,111	3,215,656	214,545
1995	3,114,920	3,314,592	199,672
1996	3,059,944	3,553,328	493,384
1997	3,336,688	3,685,077	348,389

NOTES:

- (1) The above figures reflect an allocation of Corporate revenue and expenses in each of the applicable years. However, interest and other debenture costs, as well as, energy costs are absorbed by the City of Hamilton and are not reflected in these numbers.
- (2) The above figures for total revenue do not reflect an apportionment of the municipal contribution.

UTILIZATION OF UNEXPENDED MUNICIPAL CONTRIBUTION 1986 - 1997

Utilization of Unexpended Municipal Contribution	Actual											Cumulative Unexpended Municipal Contribution From 1986-1997	
	1986	1987	1988	1989	1990	1991	1992	1993	1994	1995	1996		1997
Returned to City of Hamilton and Allocated by Council to Reserve Funds for Capital Projects	\$568,775	\$668,937	\$789,118	\$84	\$5,904		\$176,000	\$187,464	\$147,434	\$184,866	\$32,305	\$87,076	\$2,847,963
Returned to City of Hamilton and Allocated by Council to Special Events Subsidy Fund		275,000											275,000
Returned to City of Hamilton to Assist with Financing HECFI's Re-organization in 1991						378,052							378,052
Returned to City of Hamilton to Cover Social Contract Obligations								81,640					81,640
Surplus Maintained by HECFI and Used to Reduce City Funding for Following Year	139,000	49,000											188,000
Returned to City of Hamilton and Allocated by Council to Reserve for Budget Stabilization	\$707,775	\$992,937	\$789,118	\$84	\$5,904	\$378,052	\$176,000	\$269,104	\$272,434	\$300,803	\$32,305	\$87,076	\$4,011,592
									125,000	115,937			240,937



Hamilton
Entertainment
and Convention
Facilities Inc.

B

FOR ACTION

MEMO TO: HECFI BOARD OF DIRECTORS

FROM: Mr. G. Macaluso
Managing Director/CEO

Mr. J. A. Leuser, C.A.
Director of Finance and Administration

DATE: 14 April 1998

SUBJECT: STANDING COMMITTEES' TERMS OF REFERENCE

RECOMMENDATION:

THAT THE TERMS OF REFERENCE (ATTACHED AS SCHEDULE A) FOR THE STANDING COMMITTEES BE AMENDED AS FOLLOWS:

(A) OPERATIONS COMMITTEE:

THAT ITEM NO. 9, WHICH DEALS WITH THE PERSONNEL CONTRACT OF THE DIRECTOR REPORTING THROUGH THE MANAGING DIRECTOR/C.E.O. TO THE OPERATIONS COMMITTEE, BE DELETED; AND

(B) FINANCE AND ADMINISTRATION COMMITTEE;

THAT ITEM NO. 9 BE REVISED TO READ AS FOLLOWS:

"RECOMMEND TO THE BOARD THE DISPOSITION OF THE PERSONNEL CONTRACTS OF THE RESPECTIVE DIRECTORS REPORTING THROUGH THE MANAGING DIRECTOR/C.E.O. TO THE APPLICABLE STANDING COMMITTEE."

BACKGROUND:

At its meeting held March 25, 1998, the Board of Directors directed that management present a report outlining its recommendations respecting the presentation of issues to the Standing Committees with the view of eliminating duplication.

In reviewing the terms of reference (attached as Schedule A) for the applicable Committees, the only identified area of duplication appears to be with regards to the presentation of human resources/personnel issues. Management is of the opinion that reports addressing occupational health and safety issues should continue to be forwarded to the Operations Committee. However, in respect of all other human resources/personnel issues, our recommendation is that they be forwarded to the Finance and Administration Committee who, in turn, would recommend appropriate actions to the Board of Directors. In order to accomplish this, the following changes are required to the terms of reference (attached as Schedule A):

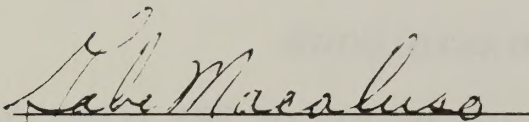
(a) **Operations Committee:**

That item No. 9, which deals with the personnel contract of the director reporting through the Managing Director/C.E.O. to the Operations Committee, be deleted; and

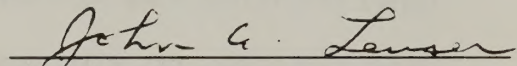
(b) **Finance and Administration Committee:**

That item No. 9 be revised to read as follows:

"Recommend to the Board the disposition of the personnel contract of the respective directors reporting through the Managing Director/C.E.O. to the applicable Standing Committee."



Mr. Gabe Macaluso
Managing Director/C.E.O.



Mr. John A. Leuser, C.A.
Director of Finance and Administration

JAL:he

Attachment

H.E.C.F.I. OPERATIONS COMMITTEE TERMS OF REFERENCE

1. Receive, review and recommend to the Finance and Administration Committee the annual operating and capital budgets;
2. Recommend to the Board all capital, operations and maintenance expenditures within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
3. Review and recommend for approval all contract documents for tender and all contracts for services;
4. Monitor building and equipment to ensure optimum performance;
5. Monitor operations efficiency and effectiveness;
6. Review and recommend to the HECFI Board all matters pertaining to the provision of food and beverage in HECFI facilities as established by Board policy;
7. Provide a monthly written report to the Board;
8. Review reports provided by senior management regarding occupational health and safety issues and recommend appropriate actions to the Board of Directors relative to health and safety issues;
9. Recommend to the Board the disposition of the personnel contract of the director reporting through the Managing Director/CEO to the Operations Committee;
10. Perform other duties as assigned by Board of Directors.

1997 March

**H.E.C.F.I. FINANCE & ADMINISTRATION COMMITTEE
TERMS OF REFERENCE**

1. Oversee the financial affairs of the Hamilton Entertainment and Convention Facilities Inc. and the Hamilton Performing Arts Foundation Inc.;
2. Receive, review and recommend to the Board the annual operating budgets;
3. Receive, review and recommend to the Board the annual 10-year capital budget programmes;
4. Recommend to the Board all financial and administrative policies and personnel matters;
5. Oversee the Box Office/Ticketing Services for all HECFI facilities;
6. Recommend to the Board all operational, capital and maintenance expenditures related to the Finance and Administration department within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
7. Assume responsibility for the efficient management of funds;
8. Provide a monthly written report to the Board;
9. Recommend to the Board the disposition of the personnel contract of the director reporting through the Managing Director/CEO to the Finance & Administration Committee;
10. Perform other duties as assigned by Board of Directors.

**H.E.C.F.I. MARKETING AND SALES COMMITTEE
TERMS OF REFERENCE**

1. a) Receive, review and recommend to the Board the Annual Marketing Plan;
 b) The Marketing Plan to include client services and public relations;
2. Receive, review and recommend to the Board for approval strategic plans for future;
3. Receive, review and recommend to the Finance and Administration Committee the annual operating budget;
4. Evaluate and make recommendations regarding community education, social and cultural activities related to performing arts;
5. Monitor activities and events to assess program balance, number of event days, and results of promotions and co-promotions;
6. Recommend to the Board all operational, capital and maintenance expenditures related to the Marketing and Sales Department within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
7. Monitor expenditures from the Provision for Promotions account for promotions and co-promotions;
8. Provide a monthly written report to the Board;
9. Perform other duties assigned by Board of Directors.

1998 February

2



HAMILTON
HEALTH
SCIENCES

APR 11 1998

April 9, 1998

Mr. G. Macaluso
Hamilton Entertainment
& Convention Facility
10 MacNab Street South
Hamilton, ON L8P 4Y3

Dear *Mr. Macaluso*

Thank you very much for your support of our Mardi Gras, February 28th. Your contribution \$1,100.00 (Walt Disney on Ice Executive Box) helped to make that night the success that it was. The event was attended by 400 guests allowing us to raise \$27,000 which has been entirely allocated to the HHSC Research Development Fund. This fund provides our staff with the necessary funds to perform important research which benefits all our patients.

We really appreciate your kindness and hope that we can count on your support for next year's event!

Sincerely,
HAMILTON HEALTH SCIENCES CORPORATION

A handwritten signature in cursive script, appearing to read "Suzette E. Salama".

Suzette E. Salama, Ph.D.
Research Coordinator

SES/dmb

March 23, 1998

Mr. Gabe Macaluso
Managing Director/CEO
HECFI
10 MacNab Street South
Hamilton, ON L8P 4Y3

Dear Gabe:

The New Hamilton Orchestra has been operating now for almost a year and a half. It has been a monumental struggle to revive a professional orchestra in this city. We are however still making progress and I believe starting to see a little bit of light at the end of the tunnel.

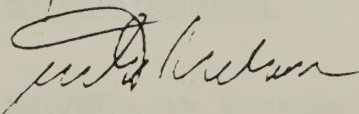
Our progress to date could not have been achieved without tremendous effort from a few dedicated music lovers - one of these happens to be your staff member Richard Owen.

Richard has been the guiding light in all areas of concert production and since the very tragic death of Frank Gower, not only has Richard handled all production requirements in Hamilton Place, he has also volunteered his time to assist us with our dinner productions at The Scottish Rite.

I think you should know that Richard has not charged a penny for the time and effort he has devoted to our orchestra. Time and effort that has bailed us out of crisis after crisis as we struggle to complete our inaugural season.

The New Hamilton Orchestra sincerely appreciates the assistance rendered by Richard Owen - an employee to be proud of!

Yours truly,



Jack Nelson
General Manager

cc: Brad Calder, Director of Operations/Events Delivery
Richard Owen

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Wednesday, March 25, 1998
12:00 Noon
Hamilton Convention Centre
Room 202**

MINUTES

PRESENT: Alderman T. Anderson, Chair
Alderman B. Charters, First Vice Chair
Mr. G. Kay, Second Vice Chair
Mayor R. Morrow
Alderman R. Corsini
Mrs. M. Dow
Ms. B. Campbell
Mr. P. DeCaria
Mr. F. Deys
Mr. W. Ingleby
Mr. S. Monzavi
Mr. J. Nelson
Mr. A. Skrypniak

ALSO PRESENT: Mr. G. Macaluso
Mr. J. Leuser
Mr. B. Calder
Mr. S. Farrauto
Ms. D. Vivian

REGRETS: Alderman B. Kelly

1. Opening Remarks

The Chairman called the meeting to order at 12:10 p.m. Following his welcome the Chair's comments included his report that while on business on behalf of the Economic Development Department, he attended the Juno Awards in Vancouver. A meeting with Lee Silversides, President of CARAS, did not clarify Hamilton's potential for winning the event in 1998; there is speculation that the event will be held in Toronto. It was however, clear that unlike the experiences at Hamilton, CARAS lost money in Vancouver; one of the reasons being the increased expense of renting G.M. Place and limited paid attendance. Because of bad weather conditions March 14th, Disney organizers offered exchanges to patrons for Sunday's event; those who could not be facilitated with this arrangement were offered *rain cheques* for 1999. The Edmonton Oilers have been sold; the impact of this upon the Hamilton Bulldogs' tenure at Copps Coliseum is unclear; however, Mr. Howson has indicated that the team will call Hamilton its home during the 1999-2000 season. Attendance at the games has steadily increased to an average of 4,750 per game, which is an increase of approximately 600 over last year. Hamilton's bid on the CIAU (men's basketball championships) looks very promising.

A. Operations Committee Third Report

The Operations Committee Third Report of 1998 was received. It was

Moved by Mr. Kay, seconded by Mrs. Dow that

Personnel : Client Services Section

THAT THE POSITION OF CLIENT SERVICES EXECUTIVE, SALARY GRADE 12 (\$35,191.52 - \$41,359.76) AND CLIENT SERVICES SECRETARY, SALARY GRADE 8 (\$25,938.64 - \$30,284.80) IN THE OPERATIONS/EVENTS DELIVERY DEPARTMENT, BE DELETED; and

THAT A NEW POSITION OF CLIENT SERVICES REPRESENTATIVE, SALARY GRADE 11 (\$32,669.00 - \$38,416.56) IN THE OPERATIONS/EVENTS DELIVERY DEPARTMENT BE CREATED; and

THAT MS. CHERYL BOGIE BE TRANSFERRED TO THIS POSITION.

MOTION CARRIED.

Moved by Mr. Skyrpniak, seconded by Mr. Nelson that

I.U.O.E. Local 772 – Collective Bargaining Agreement

THAT THE FINAL OFFER AS PRESENTED BY THE CITY/HECFI NEGOTIATING TEAM AND RATIFIED BY THE MEMBERSHIP OF THE I.U.O.E. LOCAL 772 ON 1998 MARCH 9, BE APPROVED, SUBJECT TO APPROVAL BY HAMILTON CITY COUNCIL ON 1998 MARCH 31.

MOTION CARRIED.

B. Marketing and Sales Committee First Report

The Marketing and Sales Committee First Report was received. It was

MOVED by Mrs. Dow, seconded by Ms. Campbell that

THE 1998 MARKETING PLAN BE APPROVED.

MOTION CARRIED.

Discussion clarified that in past years budget restrictions reduced the travelling component of the Marketing and Sales budget allocation. Currently, management has stressed the necessity for staff to attend industry conferences in order to maintain and develop new professional relationships.

C. Audit Committee First Report

MOVED by Mr. Monzavi, seconded by Mr. Deys that

Draft 1997 Audited Financial Statements for H.E.C.F.I.

THE DRAFT 1997 AUDITED FINANCIAL STATEMENTS FOR H.E.C.F.I. BE APPROVED; and

Draft 1997 Audited Financial Statements for The Hamilton Performing Arts Foundation Inc.

THAT THE DRAFT 1997 AUDITED FINANCIAL STATEMENTS FOR THE HAMILTON PERFORMING ARTS FOUNDATION INC. BE APPROVED.

MOTION CARRIED.

D. Finance and Administration Committee Third Report

MOVED by Mr. Ingleby, seconded by Alderman Charters that

THE FINANCE AND ADMINISTRATION COMMITTEE THIRD REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

Procurement Cards – Pilot Project

THAT HECFI PILOT PROCUREMENT CARD PROGRAM BE ADOPTED ON AN ONGOING BASIS IN ACCORDANCE WITH THE PROCEDURES ESTABLISHED FOR THE PROGRAM EXCEPT THAT THE TRANSACTION AND DAILY LIMITS ON PURCHASES BE INCREASED TO \$10,000. FOR THE MANAGING DIRECTOR/C.E.O. AND \$5,000. FOR OTHER STAFF; and

THAT ANY CARDHOLDER ADDITIONS TO THE PROGRAM BE MADE ONLY UPON THE WRITTEN APPROVAL OF THE MANAGING DIRECTOR/C.E.O.

Personnel : Client Services Section

THAT THE POSITION OF CLIENT SERVICES EXECUTIVE, SALARY GRADE 12 (\$35,191.52 - \$41,359.76) AND THE CLIENT SERVICES SECRETARY, SALARY GRADE 8 (\$25,938.64 - \$30,284.80) IN THE OPERATIONS/EVENTS DELIVERY DEPARTMENT, BE DELETED; and

THAT A NEW POSITION OF CLIENT SERVICES REPRESENTATIVE, SALARY GRADE 11 (\$32,669.00 - \$38,416.56) IN THE OPERATIONS/EVENTS DELIVERY DEPARTMENT BE CREATED; and

THAT MS. CHERYL BOGIE BE TRANSFERRED TO THIS POSITION.

MOTION CARRIED.

The Standing Committees' Terms of Reference and areas of responsibilities were briefly discussed. Management was directed to present a report outlining its recommendations respecting the presentation of issues to Standing Committees with the view of eliminating duplication.

E. Community Dinner: First Annual 1998 Chief's Dinner

MOVED by Mrs. Dow, seconded by Mr. Kay that

H.E.C.F.I. PURCHASE TWO (2) TICKETS ON BEHALF OF THE CHAIRMAN OF THE BOARD AND THE MANAGING DIRECTOR/CEO OR THEIR DESIGNATES TO ATTEND THE FIRST ANNUAL 1998 CHIEF'S DINNER TO BE HELD MAY 4, 1998 AT A COST OF \$200.

MOTION CARRIED.

2. Correspondence

MOVED by Mr. Deys, seconded by Ms. Campbell that

CORRESPONDENCE FROM LINDSAY GRIFFIN, THE PASTORAL COUNSELLING CENTRE AND THE HAMILTON HEALTH SCIENCES BE RECEIVED.

MOTION CARRIED.

3. Minutes of Regular Meeting Held February 25, 1998

MOVED by Mr. Deys, seconded by Mr. Monzavi that

THE MINUTES OF THE REGULAR MEETING HELD FEBRUARY 25, 1998 BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

4.1 Copps Coliseum : Scoreboard

The Director of Operations/Events Delivery advised that the Request For Proposals respecting the new scoreboard at Copps Coliseum is expected to be circulated next week.

4.2 Trial for AHL Rule changes : Copps Coliseum

The CEO reiterated that the American Hockey League is considering a number of rule changes and that Copps Coliseum will temporarily move the blue lines and the goals up by two and one-half feet during scheduled Bulldogs games. This will be done at no cost to HECFI; losses in ice rental charges will also be remunerated. Many NHL officials are expected to attend; as well, extensive media coverage is expected.

5. Private and Confidential

Nil

6. New Business

Nil

7. Other Business

Nil

8. Date of Next Meeting

The Chairman advised that the City's budget process schedule has been amended and that in order for HECFI to meet its commitment and deadlines the Regular Board meeting date must be changed. Following discussion, it was agreed that HECFI's meeting schedule would be adjusted by moving the meetings back one week. The date of the next Regular Board meeting will be *Wednesday, April 22, 1998*. Standing Committee meetings will take place during the week of the 13th.

9. Adjournment

The meeting adjourned at 12:30 p.m.

TAKEN AS READ AND APPROVED

Terry Anderson, Chairman

Patricia Bennett, Secretary



5.1
Hamilton
Entertainment
and Convention
Facilities Inc.

Financial Summary For The First Quarter Ended March 31, 1998

Actual Results For The Quarter Ended March 31, 1997		(1) Preliminary Budget	(2) Actual	(3) Favourable <Unfavourable> Budget Variance
\$2,040,212.	Revenue	\$2,120,874.	\$1,994,082.	\$<126,792.>
<u>2,480,501.</u>	Expenses	<u>2,480,837.</u>	<u>2,433,950.</u>	<u>46,887.</u>
	Excess of Expenses			
<u>\$ 440,289.</u>	Over Revenue From Operations	<u>\$ 359,963.</u>	<u>\$ 439,868.</u>	<u>\$<79,905.></u>

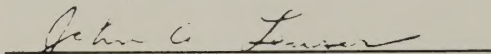
Comments:

HECFI's municipal contribution was over-expended by \$79,905 (see row 3, column 3 above) for the quarter ended March 31, 1998. This represents an increase of \$57,022 in the over-expended amount that was reported to you last month for the two month period ended February 28, 1998.

The unfavourable results for the month and for the first quarter arose primarily due to lower than anticipated revenue being generated at Hamilton Place and Copps Coliseum since:

- 1) attendance levels at events have generally been running below that budgeted; and
- 2) a number of budgeted Hamilton Place events cancelled.

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.


Mr. John A. Leuser, C.A.
Director of Finance and Administration

15 April 1998

**THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES**

	Annual 1998 Budget (1)	Budgeted Operating Results For The Three Month Period Ended March 31, 1998 (2)	Actual Operating Results For The Three Month Period Ended March 31, 1998 (3)	Amount (4)	Favourable/ (Unfavourable) Budget Variance % (5)	Actual Operating Results For The Three Month Period Ended March 31, 1997 (6)
REVENUE						
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,238,640	\$434,050	\$394,372	(\$39,678)	-9.1%	\$411,589
OTHER RENTALS	478,910	143,571	128,630	(14,941)	-10.4%	126,751
FOOD, BEVERAGE AND CONCESSIONS	2,343,720	615,970	605,284	(10,686)	-1.7%	581,109
RECOVERIES	2,548,340	717,803	665,519	(52,284)	-7.3%	716,512
BOX OFFICE	390,200	149,254	140,621	(8,633)	-5.8%	132,833
OTHER	327,350	60,226	59,656	(570)	-0.9%	71,418
TOTAL REVENUE	\$7,327,160	\$2,120,874	\$1,994,082	(\$126,792)	-6.0%	\$2,040,212
EXPENSES BY DEPARTMENT / SECTION						
OPERATIONS-ADMINISTRATION	\$259,910	\$64,297	\$65,317	(\$1,020)	-1.6%	\$69,102
FOOD AND BEVERAGE	1,791,150	405,883	432,860	(26,977)	-6.6%	466,640
EVENTS DELIVERY	2,623,660	734,515	684,558	49,957	6.8%	813,067
BUILDING OPERATIONS	1,670,860	408,126	401,425	6,701	1.6%	361,994
MARKETING AND PROMOTION	1,665,300	446,087	443,508	2,579	0.6%	377,880
ADMINISTRATION-CEO/BOARD	434,930	111,116	113,138	(2,022)	-1.8%	105,849
PROFESSIONAL FEES	33,630	8,409	3,408	5,001	59.5%	3,309
FINANCE AND ADMINISTRATION	686,450	167,108	163,462	3,646	2.2%	155,702
BOX OFFICE	390,200	112,208	103,186	9,022	8.0%	100,762
INSURANCE	92,360	23,088	23,088	0	0.0%	26,196
TOTAL EXPENSES	\$9,648,450	\$2,480,837	\$2,433,950	\$46,887	1.9%	\$2,480,501
EXCESS OF EXPENSE OVER REVENUE FROM OPERATIONS	\$2,321,290	\$359,963	\$439,868	(\$79,905)	-22.2%	\$440,289
CONTRIBUTION FROM THE CITY	\$2,321,290	\$359,963	\$359,963	\$0	0.0%	\$499,769
UNDER/OVER EXPENDED	\$0	\$0	(\$79,905)	(\$79,905)	0.0%	\$59,480
MUNICIPAL CONTRIBUTION						

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

STATUS REPORT ON HECFI REVENUE FOR THE THREE MONTH PERIOD ENDED MARCH 31, 1998

	<u>Hamilton Convention Centre</u>			<u>Hamilton Place</u>			<u>Copps Coliseum</u>			<u>Corporate *</u>			<u>TOTAL HECFI</u>	
	Current Month	Year to Date		Current Month	Year to Date		Current Month	Year to Date		Current Month	Year to Date		Current Month	Year to Date
1998 Actual	126,448	563,633		21,789	218,094		307,469	1,071,729		41,377	140,626		497,083	1,994,082
1998 Budget **	132,133	572,707		79,964	304,002		318,689	1,094,662		47,911	149,503		578,697	2,120,874
Favorable/ (Unfavorable) Variance	(5,685)	(9,074)		(58,175)	(85,908)		(11,220)	(22,933)		(6,534)	(8,877)		(81,614)	(126,792)

COMPARISON TO PRIOR YEAR'S ACTUALS

	<u>Hamilton Convention Centre</u>			<u>Hamilton Place</u>			<u>Copps Coliseum</u>			<u>Corporate *</u>			<u>TOTAL HECFI</u>	
	Current Month	Year to Date		Current Month	Year to Date		Current Month	Year to Date		Current Month	Year to Date		Current Month	Year to Date
1998 Actual	126,448	563,633		21,789	218,094		307,469	1,071,729		41,377	140,626		497,083	1,994,082
1997 Actual	125,092	528,079		132,902	232,886		753,148	1,137,065		92,792	142,182		1,103,934	2,040,212
Favorable/ (Unfavorable) Variance	1,356	35,554		(111,113)	(14,792)		(445,679)	(65,336)		(51,415)	(1,556)		(606,851)	(46,130)

* Corporate revenue includes revenue common to two or all three facilities, such as interest revenue, gift certificates, box office revenue, etc.

** The monthly and year to date revenue budgets represent targets established by the Marketing and Sales Department.



DIRECTOR'S REPORT - OPERATIONS/EVENTS DELIVERY

The Director of Operations/Events Delivery presents herein, his report for the month of April, 1998.

Food and Beverage Section -

Event activity scheduled for the month of April at the Convention Centre includes conferences/conventions for the Ontario Association of Optometrists, the Automotive Parts Manufacturers Association, Parks and Recreation Ontario and Community of Concern; banquet functions for the Ontario 5 Pin Bowlers Association, the Lung Association of Hamilton-Wentworth and the Kingsway General Insurance Company; meeting/luncheon functions for the Women's Canadian Club, the McMaster University Centre of Psychiatry, the TDL Group, the McMaster University Department of Chemical Engineering, the Financial Concept Group and Investors Group Financial Services; receptions for the Golden Key National Honour Society and the Hamilton-Wentworth Police Services; seminars/lectures presented by Fred Pryor Seminars and St. Joseph's Hospital; and the Wine and Food Expo consumer show.

Total revenue from food and beverage sales, room rentals and ancillary revenue are projected to meet budget targets established for the month.

Events Delivery Section -

At Copps Coliseum, events scheduled include five (5) Hamilton Bulldogs hockey games to conclude their regular season of play and a minimum of two (2) playoff games. The Bulldogs will also host a pancake breakfast fundraiser in support of the United Way. A number of casual ice rentals are also booked throughout the month as ice time is available.

At Hamilton Place, event activity scheduled includes comedic performances by Howie Mandel and Don Rickles; concert performances by the Burlington Teen Tour Band, the Halton Music Showcase and Holly Cole; the Youth Eventz' Easter Worship Service; two (2) performances of a children's production entitled "A Winnie The Pooh Birthday Tail"; and two of three performances by Opera Hamilton of the opera "Rigoletto".

In the Studio Theatre, The Players' Guild of Hamilton concludes their run of the production entitled "Talley's Folley"; a concert by Gowan will be staged and Hamilton Follies will present "An Evening with the Alexander Brothers".

Building Operations Section -

The Request for Proposals to replace the centre ice scoreboard at Copps Coliseum has been issued and a closing date of April 24 established. A number of sign companies have called to register for the mandatory site inspection.

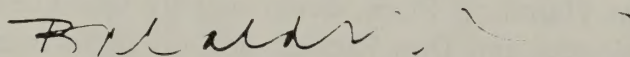
On March 31, Hamilton City Council approved acceptance of the contract negotiated with the International Union of Operating Engineers Local 772. The respective parties will now sign off on the agreement negotiated.

Staff is commencing work on a number of Capital projects scheduled to be undertaken this summer. These projects include;

- a) replacement and refurbishment of permanent and portable beverage service stations at Hamilton Place and the Convention Centre;
- b) refurbishing of the stage deck in the Great Hall of Hamilton Place;
- c) replacement of the lighting control and dimming system at Hamilton Place;
- d) replacement of the fire curtain on the main stage at Hamilton Place.

A meeting with staff at the City Building Department has been scheduled to review the scope of work necessary to undertake barrier free modifications at the HECFI facilities. Subject to availability of funding from the City, this project will also be undertaken during the summer.

Respectfully submitted,



BNC:mgm

B. N. Calder, P.Eng.,
Director of Operations/Events Delivery.



Hamilton
Entertainment
and Convention
Facilities Inc.

5.3

REPORT TO : **MARKETING & SALES COMMITTEE**

FROM : Mr. Gabe Macaluso
Managing Director/CEO

COPIES TO : Mr. John Elder
Programming Manager

: Ms. Sandra Gruba
Arena Programmer

: Mr. Rich Rakoczy
Theatre Programmer

: Ms. Diana Bordonaro
Programming Secretary

DATE : 1998 April 7

RE : **CONFIRMED EVENTS/PERFORMANCES**
APRIL TO JUNE 1998

The attached chart details the status of confirmed events/performances at Hamilton Place, Copps Coliseum, and Hamilton Convention Centre for April to June 1998.

Respectfully submitted:

Gabe Macaluso
Managing Director/CEO

Total of 29 Confirmed Events/Performances

APRIL	HAMILTON PLACE GREAT HALL	HAMILTON PLACE STUDIO THEATRE	H.C.C. CONCERTS	COPPS COLISEUM
1		Players Guild dark		
2		"Talley's Folley" (R)		
3	Howie Mandel (CP)	"Talley's Folley" (R)		Bulldogs vs Kentucky (R)
4		"Talley's Folley" (R) 2 perfs		Bulldogs/United Way (R) Pancake Breakfast
5	Burl Teen Tour Band (R)			Bulldogs vs Kentucky (R)
6				
7	Don Rickles (CP)			
8	Halton Music Showcase (R)	Halton Showcase (R)		
9	Holly Cole (CP)			Bulldogs vs Adirondack (R)
10	Youth Eventz (R)			
11	Winnie the Pooh (P)2 perfs	Opera Rehearsal (R)		Bulldogs vs Cincinnati (R)
12				Bulldogs vs Cincinnati (R)
13				
14				
15				
16	Opera Hamilton-prehang			
17	load in/set up			Bulldogs vs Syracuse (R)
18	set up			Bulldogs vs Syracuse (R)
19	set up/rehearsal			
20	tech rehearsal			
21	tech rehearsal			
22	piano dress			
23	final dress/audience			
24	dark	Gowan (P)		
25	"Rigoletto" (R)			
26	dark			
27	dark			
28	dark			
29	dark	Geritol/Alexander Bros (R) 2 perfs		Hamilton Music Scene Presentation Noon (R)
30	"Rigoletto" (R)	Candlelight/Wine Concert Boris Brott (R)		

Total of 31 Confirmed Events/Performances

MAY	HAMILTON PLACE GREAT HALL	HAMILTON PLACE STUDIO THEATRE	H.C.C. CONCERTS	COPPS COLISEUM
1	Teachers Fed (R)/Opera dark			
2	"Rigoletto" performance (R)	Breath of Scotland (R)		Chrysler Stars On Ice (R)
3	Gordon Lightfoot (R)			WWF Wrestling (R)
4				
5				
6		Candlelight/Wine Concert Boris Brott (R)		
7				
8	Virsky Ukrainian Nat'l Dance Co. (R)	NHO Rehearsal (R)		
9	Orpheus Male Choir (R)	NHO Rehearsal (R)	Big Band Showdown (CP)	
10	NHO Classics 5 (R)			
11				
12				
13				
14	Choralfest (R)			move in
15	McMaster Convocation (R)			Internet Services (R)
16				Internet Services (R)
17		Players Guild set up/load in		Internet Services (R)
18		set up		
19		set up		
20		set up		
21		dress reh		
22	Spirit of the Dance (R)	"Falsettos" (R)		Loretta Lynn Concert (R)
23	Spirit of the Dance (R)	"Falsettos" (R)		
24	Variety Show (R) 3 perfs	dark		
25		dark		
26		dark		
27		dark		
28		"Falsettos" (R)		
29	Rich Little (CP)	"Falsettos" (R)		
30		"Falsetto's" (R) 2 perfs		
31				Aerosmith Concert (CP)

Total of 30 confirmed events/performances

JUNE	HAMILTON PLACE GREAT HALL	HAMILTON PLACE STUDIO THEATRE	H.C.C. CONCERTS	COPPS COLISEUM
1	McMaster move in/set up	McMaster move in		
2	McMaster - 2 perfs (R)	McMaster (R)		
3	McMaster - 1 Perfs (R)	McMaster (R)		
4	McMaster - 2 Perfs (R)	McMaster (R)		Tattoo move in
5				move in rehearsal
6	Engelbert Humperdinck (R)			Tattoo 1 Perf (R)
7				Tattoo 1 Perf (R)
8				
9				
10				
11		Prince of Peace Lutheran Church "Jobe & The Snake (R)		
12		Jobe & The Snake (R)		
13	Geritol Follies prehang	Jobe & The Snake (R)		
14	Celtic Connection (R)			
15	Geritol - dress reh			
16	Geritol - Perf (R)	Geritol Follies Lunch (R)		Garden Bros Circus move in
17	Geritol - 2 Perfs (R)	Geritol Follies Lunch (R)		Garden Bros Circus-3 Perfs (R)
18	Geritol - 2 Perfs (R)			
19	Geritol - 2 Perfs (R)			
20	Geritol - 1 Perfs (R)			Great Lakes Network (R)
21				
22		New Faces reh		
23		New Faces reh		
24		New Faces reh		
25		New Faces reh		
26		New Faces reh		
27		New Faces reh		
28		New Faces reh	Energy 108 end of School Dance	
29		New Faces reh		
30		New Faces reh		

**THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

MEMORANDUM

TO: Mr. G. Macaluso
Managing Director/CEO

FROM: S. Farrauto
Hospitality Programming and Sales Manager

DATE: 1998 April 3

SUBJECT: CONFIRMED BOOKINGS AT HAMILTON CONVENTION CENTRE -
MARCH, APRIL AND MAY, 1998

MONTH OF MARCH, 1998

<u>TYPE OF EVENT</u>	<u>TOTAL # OF EVENTS</u>	<u>TOTAL ESTIMATED ATTENDANCE</u>
BANQUETS	17	2,281
MEETINGS	18	2,352
CONVENTIONS	0	0
TRADE & CONSUMER SHOWS	1	10,000
OTHER	3	1,195
TOTAL	39	15,828

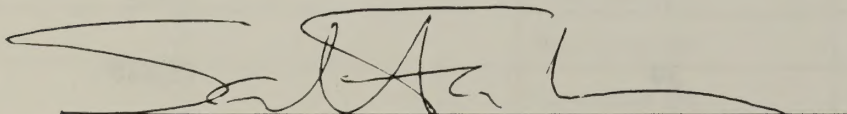
MONTH OF APRIL, 1998

<u>TYPE OF EVENT</u>	<u>TOTAL # OF EVENTS</u>	<u>TOTAL ESTIMATED ATTENDANCE</u>
<i>BANQUETS</i>	10	2,950
<i>MEETINGS</i>	16	2,078
<i>CONVENTIONS</i>	4	1,700
<i>TRADE & CONSUMER SHOWS</i>	2	20,800
<i>OTHER</i>	4	2,850
<i>TOTAL</i>	36	30,378

MONTH OF MAY, 1998

<u>TYPE OF EVENT</u>	<u>TOTAL # OF EVENTS</u>	<u>TOTAL ESTIMATED ATTENDANCE</u>
<i>BANQUETS</i>	15	4,677
<i>MEETINGS</i>	3	490
<i>CONVENTIONS</i>	3	1,060
<i>TRADE & CONSUMER SHOWS</i>	1	1,500
<i>OTHER</i>	4	2,400
<i>TOTAL</i>	26	10,127

Respectfully submitted,



Sal Farrauto
HOSPITALITY PROGRAMMING & SALES MANAGER

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, May 28, 1998

12:00 Noon

Lunch Served at 11:30 a.m.

Hamilton Convention Centre, Room 314

URBAN MUNICIPAL

MAY 26 1998

ORDER OF BUSINESS

GOVERNMENT DOCUMENTS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

REGULAR BUSINESS ACTION ITEMS

- A. *COMMUNITY DINNER : Canadian Club*
June 10, 1998, Hamilton Convention Centre

Attachment A

INFORMATION ITEMS

2. Correspondence Attachment 2
3. Minutes of Regular Meeting Held April 22, 1998 Attachment 3
 - 3.1 Errors or Omissions
 - 3.2 Motion for Approval
4. Business Arising from the Minutes
 - 4.1 Report: Hamilton Place Tenants Attachment 4.1
5. Reports
 - 5.1 Financial Summary for the Four Month
Period Ended April 30, 1998 Attachment 5.1
6. Private and Confidential
7. New Business
8. Other Business
9. Date of Next Meeting: *Wednesday, June 24, 1998, 12:00 Noon*
Lunch Served at 11:30 a.m.
Location : TBA
10. Adjournment

OUTSTANDING BUSINESS

Nil

May 22, 1998
Patricia Bennett
Legislative Assistant

1911年12月

第12号

第12号

第12号

A

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

FROM: Gabe Macaluso
Managing Director/CEO

DATE: May 22, 1998

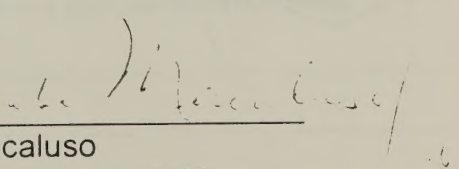
SUBJECT: COMMUNITY DINNER : CANADIAN CLUB
Luncheon, June 10, 1998 : HCC

RECOMMENDATION:

THAT THE BOARD OF DIRECTORS PURCHASE UP TO TEN TICKETS TO THE CANADIAN CLUB LUNCHEON TO BE HELD JUNE 10, 1998 AT THE HAMILTON CONVENTION CENTRE AT A COST NOT TO EXCEED \$250.

BACKGROUND:

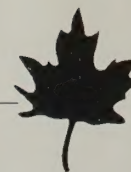
- The Canadian Club has historically held its meetings at the Convention Centre. Representation on behalf of the H.E.C.F.I. Board of Directors would represent its support to this community organization.
- Funds are available within the Operating Budget.



Gabe Macaluso
Managing Director/CEO

THE CANADIAN CLUB

PROMOTING UNITY SINCE 1893



HAMILTON

Patrons

*His Excellency The Right
Honourable Roman LeBlanc
P.C., C.C., C.M.M.C., D.
Governor General of Canada*

*The Honourable
Lincoln M. Alexander
P.C., C.C., K.S.E.I., O.O.N.I., Q.C.*

*The Right Honourable
Ellen Fairclough
P.C., C.C., D.C.A., D.B.C.F.*

*His Worship Mayor
Robert M. Murray
City of Hamilton*

*Peter George
B.A., M.A., Ph.D., D.L.
President and Vice-Chancellor
McMaster University*

*Irving Zucker, C.M.
(Order of Canada)*

Board of Directors

*President
Joseph Nusca*

*1st Vice President
Don Barnard*

*2nd Vice President
Ivan H. Tapania*

*3rd Vice President
Arion Hinkley*

*Past President
Don Campbell*

*Directors
Clifford Buchanan
John Buchanan
Charles Cameron
James G. Gault
Donald A. Hargrave
Robert Hargrave
John Mac
Clifford Scott
James T. Tappin
Don Tappin*

May 15, 1998

Mr. Gabe Macaluso
Managing Director /CEO
Hamilton Entertainment & Convention Facilities Inc.
C/O Hamilton Place Theatre,
10 MacNab St. South,
Hamilton, Ontario, L8P 4Y3

Dear Gabe:

We have received confirmation from Mayor Mel Lastman that he will address our members and guests at a luncheon on Wednesday, June 10th, 1998. In this regard we booked your convention facilities for this function.

We will appreciate if you would consider hosting a table at this event (10 seats at \$25.00 each = \$250.00) for you and your selected guests. We expect and have confirmations on hand of many dignitaries who will be in attendance and your support is key for us.

Please contact us as soon as possible with your decision.

Thanking you in advance.

Yours truly,

Joseph Nusca



THE CANADIAN CLUB

PROMOTING UNITY SINCE 1893

Hamilton

Presenting

Mel Lastman

Toronto Megacity Mayor

Wednesday, June 10, 1998

12:00 noon, Hamilton Convention Centre

TICKET ORDER:

Canadian Club of Hamilton, 112 King Street East, Hamilton, Ontario L8N 1A8
Phone: (905) 528-8528 Fax (Credit Cards Orders) (905) 521-1516

Please reserve:

Number of tickets

Total Price

_____ Members @ \$18.00 \$ _____

_____ Guests @ \$25.00 \$ _____

for the luncheon featuring Mel Lastman, Wednesday, June 10, 1998

Name _____

Address _____

City Postal Code _____

Name(s) of Canadian Club Members _____

Cheque Enclosed [] Please Charge my VISA [] Card No _____

Expiry Date _____ Signature _____

2

May 13, 1998



United Way

of BURLINGTON
HAMILTON-WENTWORTH

177 Rebecca Street
Hamilton, Ontario L8R 1B9
(905) 527-4543
FAX: (905) 527-5152

Mr. Gabe Macaluso
Managing Director / CEO
Hamilton Entertainment and Convention Facilities Inc.
Hamilton Place Theatre
10 MacNab Street South
Hamilton, Ontario
L8P 4Y3

Dear Mr. Macaluso:

Thank you very much for your support of the Pancake Breakfast and Skate with the Bulldogs on Saturday, April 4, 1998 at Copps Coliseum.

This special event, the first of the new fundraising season, was a very positive community awareness event for The United Way. Approximately 3000 Bulldogs fans and United Way supporters attended this family event and enjoyed a special skate on arena ice next to their hockey heroes *as well as* pancakes served up by the players themselves!

The United Way raised over \$3000 to further our community-building work, helping to maintain the important services and programs that help people most in need in Burlington, Hamilton-Wentworth.

Thank you for generously waiving the rental fee of \$3750 for the Copps venue; the use of your York Street media sign to promote the event; the full co-operation of your on-site staff; and, in particular, the assistance of arena programmer, Sandra Gruba, who worked with United Way staff to facilitate the venue and licensing arrangements.

Thank you, Mr. Macaluso, for helping The United Way to build a healthier, safer, more caring community! We all look forward to next year's event!

Yours sincerely,

Winston H. Tinglin
Chief Executive Officer

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Wednesday, April 22, 1998
12:00 Noon
Hamilton Place - Board Room**

MINUTES

PRESENT:

Alderman T. Anderson, Chair
Alderman B. Charters, First Vice Chair
Mayor R. Morrow
Alderman R. Corsini
Alderman B. Kelly
Mrs. M. Dow
Ms. B. Campbell
Mr. F. Deys
Mr. W. Ingleby
Mr. S. Monzavi
Mr. J. Nelson
Mr. A. Skrypniak
Mr. P. DeCaria

ALSO PRESENT:

Mr. G. Macaluso
Mr. J. Leuser
Mr. B. Calder
Mr. J. Elder
Mr. S. Farrauto
Ms. D. Vivian

REGRETS:

Mr. G. Kay

1. Opening Remarks

The Chair called the meeting to order at 12:12 p.m. and was pleased to announce that the Bulldogs are in the semi-final playoffs in a best of seven series against the Albany River Rats. Other notes of interest included the Raiders' intent to conduct a training camp during the summer at Copps Coliseum; a request by CARAS to place Hamilton Place *on hold* in addition to Copps Coliseum for the Junos; staff were commended for the success of the recent Client Appreciation Night; thirty days of movie shoots will take place in Copps Coliseum (filming both a hockey and basketball film); and lastly, mortgages on the H.E.C.F.I. facilities have been paid in full and the corporation is now debt-free.

A. 1998 H.E.C.F.I. Operating Budget

Management's April 14th report was received. Following review it was

MOVED by Mr. Monzavi, seconded by Alderman Charters that

**THE THE CITY'S COMMITTEE OF THE WHOLE BE REQUESTED TO APPROVE
H.E.C.F.I.'S MUNICIPAL CONTRIBUTION BUDGET ESTIMATE OF \$2,276,350.
FOR 1998 WHICH REPRESENTS:**

- (i) **A DECREASE OF \$79,940. OR 3.4% BELOW THAT PROVIDED
FOR 1997; and**
- (ii) **A REDUCTION OF \$259,890. OR 10.2% TO H.E.C.F.I.'S
MAINTENANCE OPERATING BUDGET FOR 1998.**

MOTION CARRIED.

B. Standing Committee : Terms of Reference

Management's April 14th report was received. It was

MOVED by Alderman Charters, seconded by Alderman Corsini that

**THE TERMS OF REFERENCE FOR THE STANDING COMMITTEES BE
AMENDED AS FOLLOWS:**

**H.E.C.F.I. OPERATIONS COMMITTEE
TERMS OF REFERENCE**

- 1. Receive, review and recommend to the Finance and Administration Committee the annual operating and capital budgets;
- 2. Recommend to the Board all capital, operations and maintenance expenditures within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council:

3. Review and recommend for approval all contract documents for tender and all contracts for services;
4. Monitor buildings and equipment to ensure optimum performance;
5. Monitor operations efficiency and effectiveness;
6. Review and recommend to the H.E.C.F.I. Board all matters pertaining to the provision of food and beverage in H.E.C.F.I. facilities as established by Board policy;
7. Provide a monthly written report to the Board;
8. Review reports provided by senior management regarding occupational health and safety issues and recommend appropriate actions to the Board of Directors relative to health and safety issues;
9. Perform other duties as assigned by Board of Directors.

**H.E.C.F.I. FINANCE & ADMINISTRATION COMMITTEE
TERMS OF REFERENCE**

1. Oversee the financial affairs of the Hamilton Entertainment and Convention Facilities Inc. and the Hamilton Performing Arts Foundation Inc.;
2. Receive, review and recommend to the Board the annual operating budgets;
3. Receive, review and recommend to the Board the annual 10-year capital budget programmes;
4. Recommend to the Board all financial and administrative policies and personnel matters;
5. Oversee the Box Office/Ticketing Services for all H.E.C.F.I. facilities;
6. Recommend to the Board all operational, capital and maintenance expenditures related to the Finance and Administration department within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
7. Assume responsibility for the efficient management of funds;
8. Provide a monthly written report to the Board;
9. Recommend to the Board the disposition of the personnel contracts of the respective directors reporting through the Managing Director/CEO to the applicable Standing Committee.
10. Perform other duties as assigned by Board of Directors.

H.E.C.F.I. MARKETING AND SALES COMMITTEE
TERMS OF REFERENCE

1. a) Receive, review and recommend to the Board the Annual Marketing Plan;
b) The Marketing Plan to include client services and public relations;
2. Receive, review and recommend to the Board for approval strategic plans for future;
3. Receive, review and recommend to the Finance and Administration Committee the annual operating budget;
4. Evaluate and make recommendations regarding community education, social and cultural activities related to performing arts;
5. Monitor activities and events to assess program balance, number of event days, and results of promotions and co-promotions;
6. Recommend to the Board all operational, capital and maintenance expenditures related to the Marketing and Sales Department within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
7. Monitor expenditures from the Provision for Promotions account for promotions and co-promotions;
8. Provide a monthly written report to the Board;
9. Perform other duties assigned by Board of Directors.

2. Correspondence

MOVED by Mr. Skrypniak, seconded by Mr. Nelson that

CORRESPONDENCE DATED APRIL 9TH AND MARCH 23, 1998 BE RECEIVED FROM THE HAMILTON HEALTH SCIENCES and THE NEW HAMILTON ORCHESTRA CORPORATION.

MOTION CARRIED.

3. Minutes of Regular Meeting Held March 25, 1998

MOVED Alderman Kelly, seconded by Mr. Ingleby that

THE MINUTES OF THE REGULAR MEETING HELD MARCH 25, 1998 BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

Nil

5. Reports

5.1 Financial Summary for the Three Month Period Ended March 31, 1998

The Director of Finance and Administration presented the report, Financial Summary for the Three Month Period Ended March 31, 1998, advising that the results reflected a poor start for the first quarter of 1998. The CEO stated that staff is currently working on a number of promising events; however, the entertainment business is volatile and cannot be predicted. Ultimately, staff is committed to attaining a zero budget at year end. It was

MOVED by Mr. Deys, seconded by Mrs. Dow that

THE FINANCIAL SUMMARY FOR THE THREE MONTH PERIOD ENDED MARCH 31, 1998 BE RECEIVED.

MOTION CARRIED.

5.2 Report from Director of Operations/Events Delivery

The Director of Operations/Events Delivery presented his April Director's Report, adding that in respect of the Request for Proposals for the scoreclock at Copps Coliseum, a site inspection was held at which six (6) interested companies attended. The closing date for tender submission is April 30th. It was

MOVED by Mr. Skrypniak, seconded by Ms. Campbell that

THE APRIL, 1998 DIRECTOR'S REPORT BE RECEIVED FROM THE DIRECTOR OF OPERATIONS/EVENTS DELIVERY.

MOTION CARRIED.

5.3 Confirmed Events/Performances : April to June 1998 at Hamilton Place, Copps Coliseum, and Convention Centre

The Board received as information the reports detailing confirmed events at Hamilton Place, Copps Coliseum and Convention Centre from April to June 1998.

6. Private and Confidential

MOVED by Mr. Skrypniak, seconded by Mr. Nelson that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 1:06 P.M.

MOTION CARRIED.

MOVED by Alderman Corsini, seconded by Mrs. Dow that

THE IN-CAMERA SESSION BE ADJOURNED AT 1:10 P.M.

MOTION CARRIED.

7. New Business

7.1 Country Music Association

Mayor Morrow reported that he recently attended the Country Music Association awards night at the Renaissance Centre – a prestigious and well attended event.

7.2 Film Production

Mayor Morrow advised of his interest in pursuing the film industry's activities in the Hamilton area and suggested a meeting with provincial officials.

7.3 The Nutcracker

Mayor Morrow stated that all discussion with the Nutcracker organizers should be directed to the CEO.

7.4 New Hamilton Orchestra

The New Hamilton Orchestra is in *the black* and it is expected the organization will continue to grow stronger. Mayor Morrow recommended that the organization be encouraged to move its offices back to Hamilton Place on a cost recovery basis.

7.5 Community Dinner : Outstanding Business Achievement Awards

MOVED by Alderman Kelly, seconded by Alderman Charters that

THE H.E.C.F.I. BOARD OF DIRECTORS PURCHASE TWO (2) TICKETS ON BEHALF OF THE CHAIRMAN OF THE BOARD AND THE MANAGING DIRECTOR/CEO, OR THEIR DESIGNATES, TO ATTEND THE OUTSTANDING BUSINESS ACHIEVEMENT AWARDS WEDNESDAY, MAY 13, 1998 AT CARMEN'S BANQUET CENTRE, AT A COST NOT TO EXCEED \$150.

MOTION CARRIED.

7.6 Community Dinner : Governor's Dinner - Junior Achievement of Hamilton Wentworth

MOVED by Alderman Charters, seconded by Alderman Kelly that

THE H.E.C.F.I. BOARD OF DIRECTORS PURCHASE A TABLE OF TEN (10) TICKETS TO THE GOVERNOR'S DINNER, JUNIOR ACHIEVEMENT OF HAMILTON WENTWORTH, TUESDAY, MAY 5, 1998 AT THE HAMILTON CONVENTION CENTRE, AT A COST NOT TO EXCEED \$1,000.

MOTION CARRIED.

Alderman Corsini stressed that H.E.C.F.I. should ensure the table of ten is filled.

8. Other Business

8.1 Parking : H.E.C.F.I. Facilities

The CEO reported that as a result of the recent transfer of administration for municipal parking facilities and the resulting impact on H.E.C.F.I. facilities, discussion has occurred with Messrs. Pavelka, Lobo and Ross. The feasibility of H.E.C.F.I. assuming responsibility for the operation and management of the underground parking at the Convention Centre was raised. Historically, H.E.C.F.I. has negotiated with the Parking Authority for the right to offer reduced parking costs as incentives to promoters and organizers of trade shows and conventions. In the past the Parking Authority was willing to negotiate reduced parking on an event basis. H.E.C.F.I. management believes that the transfer of responsibility to H.E.C.F.I. would result in a reduction in administrative and operational processes as activity levels in the parking lot are directly impacted by activity levels at the H.E.C.F.I. facilities.

The CEO was advised that the current shared lease with the Provincial Government respecting maintenance and renovation issues would prohibit a transfer of responsibility for the HCC parking lot to H.E.C.F.I. but that an increase of \$25,000. to H.E.C.F.I.'s 1998 Special Events Subsidy Fund would be supported.

The consensus of discussion was that H.E.C.F.I., not only for logistical reasons, but in order to enhance its ability to attract events, should assume responsibility of the Convention Centre and associated parking lots surrounding the H.E.C.F.I. facilities. It was

MOVED by Alderman Charters, seconded by Alderman Corsini that

**CITY COUNCIL BE REQUESTED TO TRANSFER TO H.E.C.F.I. THE
MANAGEMENT AND OPERATION OF THE FOLLOWING PARKING LOTS
DIRECTLY ASSOCIATED WITH THE H.E.C.F.I. FACILITIES LOCATED AT:**

- (i) **HAMILTON CONVENTION CENTRE UNDERGROUND PARKING
FACILITY LOCATED AT SUMMERS LANE;**
- (ii) **MUNICIPAL PARKING LOT LOCATED AT BAY AND KING; and**
- (iii) **MUNICIPAL LOT LOCATED AT NAPIER AND QUEEN.**

MOTION CARRIED.

9. Date of Next Meeting

Wednesday, May 27, 1998
12:00 Noon (Lunch Served at 11:30 a.m.)
Location : TBA

10. Adjournment

The meeting adjourned at 1:30 p.m.

TAKEN AS READ AND APPROVED

Alderman T. Anderson, Chair

Patricia Bennett, Secretary

4.1

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

FROM: Gabe Macaluso
Managing Director/CEO

DATE: May 1, 1998

SUBJECT: HAMILTON PLACE TENANTS

RECOMMENDATION:

THAT THIS REPORT BE RECEIVED AS INFORMATION.

BACKGROUND:

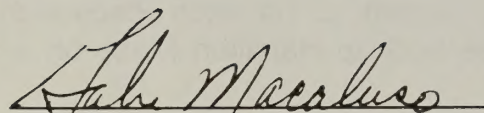
- At its meeting held April 22, 1998, the Board of Directors recommended that staff initiate discussions with previous tenants of Hamilton Place with the view to future relocation of their offices back to Hamilton Place on a cost recovery basis;
- The Managing Director/CEO contacted officials of Opera Hamilton, The New Hamilton Orchestra and the Bach Elgar Choir with the following results:
 - Opera Hamilton
 - Currently, Opera Hamilton occupies space in the Standard Life building on a rent-free basis. The space was previously occupied by Westinghouse Canada Ltd. which still carries the lease for the space now occupied by Opera Hamilton. Opera Hamilton would consider relocation to a facility offering free rent.
 - The New Hamilton Orchestra
 - The New Hamilton Orchestra occupies space situated at 25 Main Street West on a rent free basis. The space is owned by Play Fair Development, a Toronto company. The Orchestra would consider relocation to a facility offering free rent.

- The Bach Elgar Choir

- The Bach Elgar Choir has been invoiced at a monthly rent of \$541.92 plus GST for 1998. When contacted it was indicated that the Choir would be willing to maintain its office space in Hamilton Place at a rent of \$300. per month, all inclusive.

- The Geritol Follies

The Geritol Follies currently occupies space in Hamilton Place. There is no indication of a change to the status quo.



Gabe Macaluso
Managing Director/CEO



Financial Summary
For The Four Month Period Ended April 30, 1998

Actual Results
For The Four Month
Period Ended
April 30, 1998

		(1) Preliminary Budget	(2) Actual	(3) Favourable <Unfavourable> Budget Variance
\$2,728,848.	Revenue	\$2,653,183.	\$2,536,757.	\$<116,426.>
<u>3,300,124.</u>	Expenses	<u>3,244,664.</u>	<u>3,216,019.</u>	<u>28,645.</u>
	Excess of Expenses			
<u>\$ 571,276.</u>	Over Revenue From Operations	<u>\$ 591,481.</u>	<u>\$ 679,262.</u>	<u>\$<87,781.></u>

Comments:

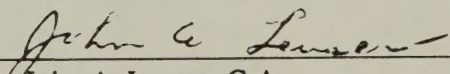
HECFI's municipal contribution was over-expended by \$87,781 (see row 3, column 3 above) for the four month period ended April 30, 1998. This represents an increase of \$7,876 in the over-expended amount that was reported to you last month for the three month period ended March 31, 1998.

The unfavourable results for the month arose mainly due to lower than anticipated revenue being generated at Copps Coliseum since the concert included in the April budget did not occur.

The unfavourable results for the four months arose primarily due to lower than anticipated revenue being generated at Hamilton Place and Copps Coliseum since:

- 1) attendance levels at events have generally been running below that budgeted; and
- 2) a number of budgeted events have either cancelled or not occurred.

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.


Mr. John A. Leuser, C.A.
Director of Finance and Administration

15 May 1998

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES

REVENUE						Actual Operating Results For The Four Month Period Ended April 30, 1997	
(1)	(2)	(3)	(4)	(5)	(6)		
Annual 1998 Budget							

NOTE It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs

URBAN/MUNICIPAL
CAY ON HBL V89
A35
1998

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, June 24, 1998
12:00 Noon
Lunch Served at 11:30 a.m.
Hamilton Place, Meeting Room #1

URBAN MUNICIPAL

JUN 22 1998

ORDER OF BUSINESS

GOVERNMENT DOCUMENTS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

REGULAR BUSINESS ACTION ITEMS

- A. **COMMUNITY DINNER : Canadian Football Hall of Fame Induction**
September 19, 1998, Hamilton Convention Centre

Attachment A

INFORMATION ITEMS

2. Correspondence Attachment 2
3. Minutes of Regular Meeting Held May 28, 1998 Attachment 3
 - 3.1 Errors or Omissions
 - 3.2 Motion for Approval
4. Business Arising from the Minutes
 - 4.1 Report: Parking Associated with HECFI Facilities Attachment 4.1
5. Reports
 - 5.1 Financial Summary for the Five Month
Period Ended May 31, 1998 Attachment 5.1
6. Private and Confidential
7. New Business
8. Other Business
9. Date of Next Meeting: **Wednesday, July 29, 1998, 12:00 Noon OR**
At The Call of the Chair
Lunch Served at 11:30 a.m., Location: TBA
10. Adjournment

OUTSTANDING BUSINESS

Nil

June 17, 1998
Patricia Bennett
Legislative Assistant

1950

1950

A

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

FROM: Mr. Gabe Macaluso
Managing Director/CEO

DATE: June 17, 1998

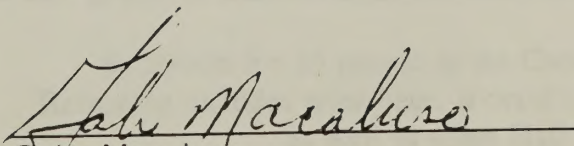
SUBJECT: COMMUNITY DINNER :
Canadian Football Hall of Fame Induction
Saturday, September 19, 1998, HCC

RECOMMENDATION:

THAT THE H.E.C.F.I. BOARD OF DIRECTORS PURCHASE A TABLE OF TEN TO THE CANADIAN FOOTBALL HALL OF FAME INDUCTION DINNER, SATURDAY, SEPTEMBER 19, 1998 AT THE CONVENTION CENTRE AT A COST NOT TO EXCEED \$700.

BACKGROUND:

- ◆ Historically, the H.E.C.F.I. Board of Directors has shown its support of this prestigious community event which is held at the Convention Centre.
- ◆ Funds have been allocated in the operating budget for the Board's attendance.


Gabe Macaluso
Managing Director/CEO

JUN 12 1998

CANADIAN FOOTBALL HALL OF FAME & MUSEUM

58 JACKSON STREET WEST, HAMILTON

ONTARIO L8P 1L4 PHONE (905) 528-7566
FAX (905) 528-9781



June 4, 1998

HAMILTON ENTERTAINMENT & CONVENTION
1 SUMMERS LANE
HAMILTON, ONTARIO
L8P 4Y2

Gabe:

Dear MR. GABE MACALUSO

Join us for Canada's greatest football celebration of the year. The Canadian Football Hall of Fame's 26th Annual Induction Weekend will be held in Hamilton, Ontario from September 18th - 20th, 1998. We will be inducting five of Canada's football heroes for their outstanding achievements. The 1998 inductees are:

Bernard Custis, David Cutler, Joe Poplawski, Larry Robinson, and Tom Scott

We encourage you to join in the activities that start with the 3rd Annual Legends on the Links Celebrity Golf Tournament on Friday, September 18th. The events continue on Saturday, September 19th with an action packed Special Events Day commencing at the Canadian Football Hall of Fame & Museum with Special Presentations and concluding with the Formal Induction Dinner Ceremonies. The finale to the weekend is the Hall of Fame game on Sunday, September 20th. The enclosed information provides the details you will require to participate in this exciting weekend.

The enclosed package provides you with the 26th Annual Induction Weekend registration form. Our host hotel for 1998 is the Royal Connaught Howard Johnson Plaza Hotel. You can make your reservations directly with the hotel by calling (905) 546-8111. Please tell them you are with the Canadian Football Hall of Fame Induction Weekend to ensure the special rate of \$89.00/night plus applicable taxes.

If you have any questions pertaining to the Inductees or the scheduled events, please contact Janice Smith, Managing Director at (905) 528-7566. We look forward to seeing you during Induction Weekend.

Sincerely

Reg Wheeler

Reg Wheeler
Chairman, Induction Committee



CANADIAN FOOTBALL HALL OF FAME

INDUCTION DINNER PRIZE PACKAGES

ENTER TO WIN THE FOLLOWING PRIZES DURING THE
INDUCTION DINNER ON SATURDAY, SEPTEMBER 19TH, 1998

PRIZE PACKAGE #1

(Courtesy Toronto Argonaut Football Club)

Corporate Box at SkyDome plus 16 game tickets for the October 23rd, 1998 football game
Toronto Argonauts vs. Hamilton Tiger-Cats

(Package excludes food service. Food Service can be arranged in advance with SkyDome
Food Services - Patti DeAngelis)

PRIZE PACKAGE #2

(Courtesy HECFI - Hamilton Entertainment and Convention Facilities Inc.)

Corporate Box at Copps Coliseum plus 8 tickets March 1999, Disney On Ice event

(Package excludes food service. Food Service can be arranged in advance with Versa Foods)

PRIZE PACKAGE #3

(Courtesy Canadian Football Hall of Fame and Museum)

Reception for 25 people at the Canadian Football Hall of Fame and Museum.
Reception includes wine/beer, hors-d'oeuvres. The Grey Cup trophy will be on hand
as well as some Hall of Fame honoured members.

Dates which can be chosen by the winner include:

Thursday, October 15th, 1998

Tuesday, October 20th, 1998 or Thursday, October 22, 1998.

All tickets purchased for the Induction Dinner are eligible to win these prizes which will be drawn at the dinner

HONOURING THE 1998 INDUCTEES
BERNARD CUSTIS, DAVID CUTLER, JOE POPLAWSKI
LARRY ROBINSON, TOM SCOTT

AT THE
CANADIAN FOOTBALL HALL OF FAME,
26TH ANNUAL INDUCTION WEEKEND
September 18th to 20th, 1998



SCHEDULE OF EVENTS

Friday, September 18th, 1998

3rd Annual Legends on the Links Celebrity Golf Tournament

King's Forest Golf Course, 100 Greenhill Road, Hamilton, Ontario

11:00 a.m. - Lunch and Registration

12:30 p.m. - Shotgun Start, Scramble Format

Cost: \$200.00 per person (includes: golf cart, green fee, lunch, dinner, prize package, raffle tickets, mulligans, 2 beer tickets)

Tax Receipt: (\$70.00/golfer)

Honourary Chairman - TBA

Master of Ceremonies - Norm Marshall

Celebrities:

1998 Inductees & Hall of Famers

Peter Dalla Riva, Russ Jackson, Ellison Kelly, Angelo Mosca & other Hall of Famers

PLEASE REGISTER EARLY AS WE EXPECT A SELL OUT

Saturday, September 19th, 1998

Special Event Day at the Canadian Football Hall of Fame & Museum

58 Jackson Street West

10:00 a.m. - 4:30 p.m. Special events, autograph sessions throughout the day

12:00 noon - Special Presentations - Inductee bust unveiling

followed by an autograph session with the inductees

Induction Dinner

Hamilton Convention Centre

5:30 p.m. - Cocktails - Chedoke Room C

7:00 p.m. - Dinner - Chedoke Rooms A&B

Master of Ceremonies - TBA

Cost: \$75.00/ticket (\$35.00 tax receipt) or \$700.00/table of ten (\$300.00 tax receipt)

Sunday, September 20th, 1998

Hall of Fame Game

Hamilton Tiger-Cats vs. Montreal Alouettes, Ivor Wynne Stadium

The 1998 inductees will be introduced to the fans during the Half-time show

Tickets available by contacting (905) 547-CATS

For further information regarding Induction Weekend, please call the Canadian Football Hall of Fame at (905) 528-7566

26th ANNUAL INDUCTION WEEKEND DINNER/GOLF REQUEST FORM

I would like to register for the following:

- ☐ 3rd Annual Legends on the Links Celebrity Golf Tournament - Friday, September 18th, 1998
\$200.00 Per Golfer - (\$70.00 tax receipt)
- ☐ Induction Dinner - Saturday, September 19th, 1998
\$75.00/ticket (\$35.00 tax receipt) or \$700.00/table (\$300.00 tax receipt)

Name: _____

I have a foursome - Please name the other 3 people

(1) _____ (2) _____ (3) _____

Address: _____

Phone: _____

of golf registrations requested: _____

of dinner tickets requested: _____

Total Amount Enclosed: _____

Income Tax Receipts Required: Yes ☐ No ☐

SEND REQUEST FORM

TO:

Janice Smith

Canadian Football

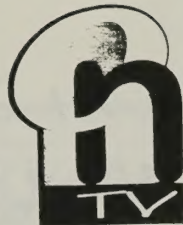
Hall of Fame

58 Jackson Street West

Hamilton, Ont.

L8P 1L4

Mother's Day Telethon



#2

May 16, 1997

Mr. Gabe Macaluso
Managing Director and C.E.O.
Hamilton Entertainment and Convention Facilities Inc.
10 MacNab Street South
Hamilton, ON L8P4Y3

Dear Gabe:

We were thrilled with the commitment and support of the entire community in raising over \$1.1 million dollars once again for the Children's Hospital. Your "in-kind" contribution allowed us to keep our costs to a minimum and was greatly appreciated by everyone involved with the telethon.

Funds raised will go towards equipment for the acute care wards, a pediatric bronchoscope, neonatal endoscope, intensive care unit on wheels, a palometer, a Siemens ventilator, the outreach developmental program and the renovation and redevelopment of various areas of the hospital wherever delivery of service to Children occurs. We are pleased to announce the creation of an endowment fund to create a scholarship fund for the training of post graduate level residents in a clinical discipline. This endowment scholarship fund would not be possible without the funds raised at the Telethon.

We are already planning for the 1999 Telethon and look forward to working with you next year. We truly value your commitment to the Mother's Day Telethon. Thank you from all of us to everyone at Hamilton Entertainment and Convention Facilities Inc.!

Sincerely

Debbie Strybosch

Debbie Strybosch
Corporate Sponsorship Coordinator
Mother's Day Telethon

Many thanks for your support

Marg

Margaret Jones
Development Coordinator
Children's Hospital

Thanks Gabe! Your support is really wonderful.

Smiles

Children's Hospital

1200 Main Street West, Box 2000, Hamilton, Ontario L8N 3Z5 • (905) 521-2100 • Fax (905) 521-9920
Foundation Home Page www.cmhf.on.ca • Telethon Home Page www.smiles.interlynx.net



Viva Las Vegas
Viva Las Vegas

JUN - 3 1998

May 1998

THANKS TO YOU the
"GIFT OF SIGHT"
Dinner and Fashion Show

A Great Success!!!

Mr. Gabe Macaluso
Hamilton Entertainment & Convention Facilities Inc.
10 MacNab St. S.
Hamilton, ON
L8P 4Y3

Dear Mr. Macaluso,

On behalf of the Rotary Club of Hamilton Mountain, I would like to extend a sincere thanks to you for making our fund raising efforts on behalf of the World of Vision and the local CNIB sight initiatives a success. The funds you were instrumental in raising will be increased by the Rotary Club International making each dollar contributed three times as effective.

It was an outstanding evening. The blending of ingredients work to make a successful event. Thank you for being a vital part of a special blend.

Your community spirit is needed and appreciated.

Sincerely yours

Pat DeCaria

Mr. Pat DeCaria, Chairman
Gift of Sight
Rotary Club of Hamilton Mountain
Ways and Means Committee

CHAIRMAN:

Pat DeCaria

COMMITTEE
MEMBERS:

Dosimo Balice

Carlo DeLuca

Tony DiSilvestro

Sharon Easton

John Elms

Clement Feierabend

Yvonne Lee

Al O'Hanian

Ray Parmar

JUN 15 1998

THE CANADIAN CLUB

PROMOTING UNITY SINCE 1893



Hamilton

Patrons

June 12, 1998

*His Excellency The Right
Honourable Roméo LeBlanc
P.C., C.C., C.M.M., C.D.
Governor General of Canada*

*The Honourable
Lincoln M. Alexander
P.C., C.C., K.S.T.J., O.O.N.T., Q.C.*

*The Right Honourable
Ellen Fairclough
P.C., C.C., F.C.A., L.L.B. U.E.*

*His Worship Mayor
Robert M. Morrow
City of Hamilton*

*Peter George
B.A., M.A., Ph.D., D.U.
President and Vice-Chancellor
McMaster University*

*Irving Zucker, C.M.
(Order of Canada)*

Board of Directors

*President
Joseph Nusca*

*1st Vice President
Don Buntain*

*2nd Vice President
Andrew Tapajna*

*3rd Vice President
Brian Hinkley*

*Past President
Enzo Galano*

*Directors
Chris Brennan
John Bothwell
Dennis Carson
Franco Chiarlo
David W. Festeryga
Karen Kinnaird
Terry Mote
Geoff Scott
Ramzi Tawal
Jim Awad*

Hamilton Entertainment and Convention Facilities Inc.,
101 York Blvd.,
Hamilton, Ontario,
L8R 3L4

Attn: Gabe Macaluso

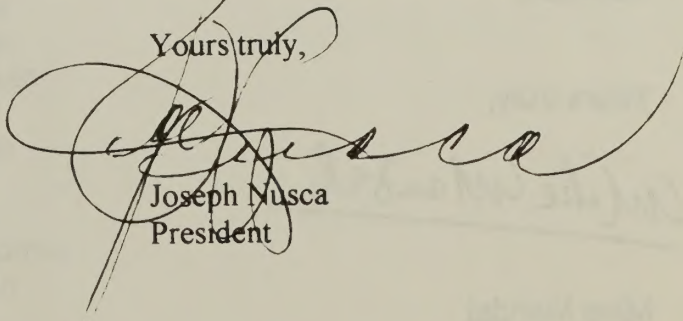
Dear Mr. Macaluso:

On behalf of the members and board of directors of the Canadian Club of Hamilton and myself we thank you and your able staff for your assistance with our June 10th, 1998 luncheon at your establishment when our guest speaker was Mayor Mel Lastman. Your staff was very courteous, efficient and professional and contributed immensely to the success of the event.

Special thanks to Jean Bulluss and Robert Mendola who we found to be dedicated, professional and gracious in their approach to our needs. Jean in particular was able to effectively carry out all of our requests for detail which provided us with a great deal of comfort. May we also add that we held a previous meeting at your facility when our guest speaker was Jean Charest and it too was handled very well by your staff. We will not hesitate to recommend your establishment to anyone in the world.

May your leadership of HECFI continue to be successful.

Yours truly,


Joseph Nusca
President





MIKE MANDEL ENTERPRISES INC.

18 eglinton square, suite 51016

scarborough, ont.

M1L 4T0

(416) 750-7999

Mayor Bob Morrow
71 Main Street West
Hamilton, Ontario
L8P 4Y5

2 May, 1998

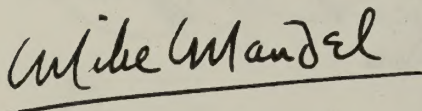
Dear Mayor Morrow,

I am writing to commend one of the City of Hamilton's extraordinary employees. A few days ago I had occasion to be in Hamilton on business at the Entertainment and Convention Facilities. As I walked toward the Sheraton Hotel on the upper level I noticed a display of antiques and books that the Salvation Army had set up in a window. To my surprise, I noticed a 100 year old book *The Pathway of Life* that I had been searching for without success for several years. It was both an exciting find, and a frustrating experience, as it was late in the evening and I had no way of gaining access to the book.

When I returned to Toronto I made a series of phone-calls without success as I attempted to track down the owner of the book. I eventually spoke with Silena Primavera, the Hospitality Sales Executive at the H.E.C.F.I. Ms. Primavera was extremely helpful. She not only located the owner of the book for me, but also went so far as to Fed Ex it to me on my account. I had the book in my hands in 24 hours.

Ms. Primavera's parting words to me were "Call me if I can be of any other service to you". In a day in which service employees often seem to do the bare minimum, Silena Primavera is exceptional indeed. She is a credit to the City of Hamilton.

Yours truly,



Mike Mandel

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Thursday, May 28, 1998
12:00 Noon
Hamilton Convention Centre
Room 314**

MINUTES

PRESENT: Alderman T. Anderson, Chair
Alderman B. Charters, First Vice Chair
Mr. G. Kay, Second Vice Chair
Alderman R. Corsini
Alderman B. Kelly
Mrs. M. Dow
Ms. B. Campbell
Mr. F. Deys
Mr. W. Ingleby
Mr. S. Monzavi
Mr. A. Skrypniak
Mr. P. DeCaria

ALSO PRESENT: Mr. G. Macaluso
Mr. J. Leuser
Mr. B. Calder
Mr. S. Farrauto
Mr. J. Elder
Ms. D. Vivian
Ms. J. Mills

REGRETS: Mayor R. Morrow
Mr. J. Nelson

1. Opening Remarks

The Chair called the meeting to order at 12:10 p.m. Alderman Anderson's opening comments included confirmation of two movie shoots to take place at Copps Coliseum; one centering around hockey, the other basketball. The owner of the Ontario Raiders will announce the team's intentions regarding the franchise within the next few weeks.

A. Community Dinner : Canadian Club, June 10, 1998,
Hamilton Convention Centre

Management's May 22nd report was received. It was

MOVED by Alderman Charters, seconded by Mr. Kay that

THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN TO THE CANADIAN CLUB LUNCHEON TO BE HELD JUNE 10, 1998 AT THE HAMILTON CONVENTION CENTRE AT A COST NOT TO EXCEED \$250.

MOTION CARRIED.

2. Correspondence

Correspondence from the Chief Executive Officer of the United Way of Burlington was received.

3. Minutes of Regular Meeting held April 22, 1998.

MOVED by Mrs. Dow, seconded by Mr. Skrypniak that

THE MINUTES OF THE REGULAR MEETING HELD APRIL 22, 1998 BE APPROVED.

MOTION CARRIED.

4. Business Arising from the Minutes

4.1 Report: Hamilton Place Tenants

Management's May 1st report was received. In his review of the report the CEO explained that as directed by the Board he had contacted each of the Executive Directors of Opera Hamilton, The New Hamilton Orchestra, the Bach Elgar Choir and the Geritol Follies with a view to initiating the relocation of their offices back to Hamilton Place. The result of discussions concluded that Opera Hamilton and The New Hamilton Orchestra declared their interest in relocating to a *rent-free* facility; the Bach Elgar Choir stated its interest in a reduction to its current rent; and the Geritol Follies accepts the status quo. It was

MOVED by Mr. Ingleby, seconded by Ms. Campbell that

MANGEMENT'S MAY 1, 1998 REPORT BE RECEIVED.

MOTION CARRIED.

5. Reports

5.1 Financial Summary for the Four Month Period Ended April 30, 1998

The Director of Finance reviewed the results of the financial summary for the Board of Directors, stating that the over-expended municipal contribution of \$87,781. arose mainly due to lower than anticipated revenue being generated at Copps Coliseum and Hamilton Place.

6. Private and Confidential

MOVED by Alderman Corsini, seconded by Alderman Kelly that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 12:40 P.M.

MOTION CARRIED.

MOVED by Ms. Campbell, seconded by Mr. Deys that

THE IN-CAMERA SESSION BE ADJOURNED AT 1:25 P.M.

MOTION CARRIED.

The following recommendation was carried following the In-Camera Session:

Job Reviews

MOVED by Mrs. Dow, seconded by Mr. Ingleby that

AS A RESULT OF A JOB REVIEW OF ALL HECFI FULL-TIME SALARIED POSITIONS IN SALARY GRADES 15 AND BELOW, THE FOLLOWING RECLASSIFICATIONS BE APPROVED:

- 1. THAT THE POSITION TITLE OF BAR MANAGER BE AMENDED TO ASSISTANT BANQUET MANAGER AND THAT THE POSITION BE RECLASSIFIED FROM SALARY GRADE 11 (\$32,669.00 - \$38,416.56) TO SALARY GRADE 13 (\$39,117.52 - \$46,128.16).**

2. THAT THE POSITION TITLE OF ASSISTANT BANQUET MANAGER BE AMENDED TO BANQUET MANAGER AND THAT THE POSITION BE RECLASSIFIED FROM SALARY GRADE 14 (\$42,063.84 - \$49,493.08) TO SALARY GRADE 16 (\$48,124.44 - \$56,647.76).
3. THAT THE POSITION TITLES OF SECRETARY AND OPERATIONS CLERK WITHIN SALARY GRADE 8 (\$25,938.64 - \$30,284.80) BE RECLASSIFIED TO SALARY GRADE 9 (\$27,342.12 - \$32,108.44).
4. THAT THE POSITION OF BOX OFFICE CLERK BE RECLASSIFIED FROM SALARY GRADE 6 (\$23,414.56 - \$27,482.00) TO SALARY GRADE 7 (\$24,677.64 - \$28,883.40).

MOTION CARRIED.

7. New Business

8. Other Business

8.1 Copps Coliseum : Scoreboard

At the May 20th Operations Committee meeting staff presented the results of the Request for Proposals respecting a new scoreboard at Copps Coliseum. Following consideration of the two proposals received from Neon Products Ltd., and Scorecon Systems (Canada) Ltd., the Committee preferred the state-of-the-art technology proposed by Neon Products. Staff was subsequently directed to contact Neon Products Ltd. and attempt to renegotiate the original terms proposed during the presentation to the Operations Committee in February.

The Director of Operations reported that the purchase price of \$1.2 million has remained unchanged; however a hand-out summarizing three purchase options proposed by Neon was circulated for the Board's review. The options, including their impact upon existing advertising revenue, were reviewed. The following points were highlighted during discussion:

- difficulty in obtaining parts for the existing scoreboard's message centre has prompted replacement consideration. Capital budget funding in the amount of \$80,000. has been provided in the 1998 Capital Budget for replacement of the message centre component;
- consideration to totally replace the scoreboard resulted from reports by staff that future skating events may be lost to Hamilton as a result of Copps Coliseum's current scoreboard and its inability to provide video replay. Following a presentation by Neon Products Ltd. in February, 1998, the Committee directed staff to prepare a Request for Proposals for a new scoreboard;
- two proposals resulted from the Request for Proposals; one from Neon Products Ltd. and the other from Scorecon Systems Ltd;

- the proposal from Neon Products Ltd. precluded total financing of the project but various options to mitigate financing was available via Neon's agreement to sell advertising revenue;
- Neon's proposal to provide advertising on a new scoreboard does not preclude negotiations with existing signage clients, thereby possibly negatively impacting on existing signage revenue;
- Alderman Charters raised the possibility of adding LED screens (panels) as an alternative to complete scoreboard replacement at this time;
- the Jumbotrons (two 9 x 12 screens) currently in use at the Skydome may become available for purchase and could be used as an alternative to a new scoreboard;
- projected advertising revenue in the amount of \$120,000. annually would be substantially negated by financing charges for the \$1.2 million purchase price.

MOVED by Mr. Kay, seconded by Mrs. Dow that

STAFF BE DIRECTED TO INVESTIGATE THE FOLLOWING AND TO PRESENT A REPORT TO THE NEXT MEETING:

- A) **EXPLORE THE FEASIBILITY WITH THE LOCAL COMPANY, HAMILTON DIGITAL DESIGNS, OF INSTALLING LED PANELS AS AN OPTION TO FULL SCOREBOARD REPLACEMENT;**
- B) **EXPLORE THE FEASIBILITY OF PURCHASING THE TWO JUMBOTRONS CURRENTLY USED IN THE SKYDOME;**
- C) **DISCUSS WITH NEON PRODUCTS THE INSERTION OF A CLAUSE WHICH PROTECTS EXISTING ADVERTISING REVENUE;**
- D) **MEET WITH THE CITY TREASURER TO DISCUSS FINANCING OPTIONS.**

MOTION CARRIED.

9. Date of Next Meeting

Wednesday, June 24, 1998
12:00 Noon
Location : TBA

10. Adjournment

The meeting adjourned at 1:27 p.m.

TAKEN AS READ AND APPROVED

Alderman T. Anderson, Chair

Patricia Bennett, Secretary

1998
4.1
OFFICE OF THE CITY CLERK

MEMORANDUM

TO: Mr. D. Lobo
Director of Public Works
Public Works Department

YOUR FILE:

Attention: Marty Hazell

FROM: Susan K. Reeder, Secretary
Finance and Administration Committee

OUR FILE:
PHONE: 546-2753

SUBJECT: Referral to staff - HECFI - Parking
Associated with H.E.C.F.I. Facilities

DATE: 1998 May 28

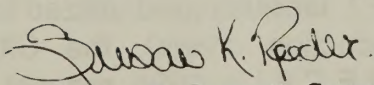
As you are aware, the Finance and Administration Committee, at its meeting held Tuesday, 1998 May 19th were in receipt of a recommendation from the H.E.C.F.I. Board of Directors as follows:

That City Council be requested to transfer to HECFI the management and operation of the following parking lots directly associated with the HECFI Facilities located at:

- (a) Hamilton Convention Centre Underground Parking facility located at Summers Lane
- (b) Municipal Parking lot located at Bay and King; Municipal Parking lot located at Cannon and Bay;
- (c) Municipal Parking lot located at Napier and Queen.

Considerable discussion ensued on this matter and it was agreed that staff should review this issue in the areas of financial implications of approving such a transfer, and analysing what percentage of use is made of these lots by HECFI activities. It was also agreed that as there is no immediate urgency to take action on this matter, that this comprehensive study could be undertaken during the summer months with a report back to the Committee of the Whole in 1998 September. It was agreed that this report should be co-ordinated by the Director of Public Works and Traffic.

Attached herewith is a copy of the above-referenced report. Trusting that this confirmation is of assistance to you in taking the appropriate action.


cc

P. Bennett, Secretary, H.E.C.F.I. Board of Directors
J. Schatz, Secretary, Committee of the Whole

-RECOMMENDATION-

APR 28 1998

MEMO TO: Mrs. Susan Reeder, Secretary
Finance Committee
The Corporation of The City of Hamilton

FROM: Patricia Bennett, Secretary
H.E.C.F.I. Board of Directors

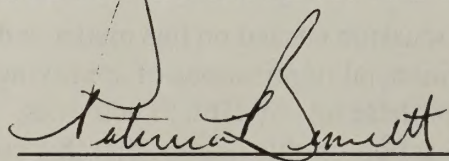
DATE: April 28, 1998

SUBJECT: **PARKING ASSOCIATED WITH
H.E.C.F.I. FACILITIES**

RECOMMENDATION:

**THAT CITY COUNCIL BE REQUESTED TO TRANSFER TO H.E.C.F.I. THE
MANAGEMENT AND OPERATION OF THE FOLLOWING PARKING LOTS
DIRECTLY ASSOCIATED WITH THE H.E.C.F.I. FACILITIES LOCATED AT:**

- (i) **HAMILTON CONVENTION CENTRE UNDERGROUND PARKING
FACILITY LOCATED AT SUMMERS LANE;**
- (ii) **MUNICIPAL PARKING LOT LOCATED AT BAY AND KING;
MUNICIPAL PARKING LOT LOCATED AT CANNON AND BAY;
and**
- (iii) **MUNICIPAL PARKING LOT LOCATED AT NAPIER AND QUEEN.**


Patricia Bennett

FINANCIAL IMPACT:

- In lieu of transferring the operation and management to H.E.C.F.I. of specific parking lots located in close proximity to H.E.C.F.I. facilities (and utilized to a large extent by H.E.C.F.I. patrons and production crews), the City's Management Team has agreed to consider H.E.C.F.I.'s 1998 request to Council for an increase of \$25,000. to its Special Events Subsidy Fund in order to offset delegate parking.

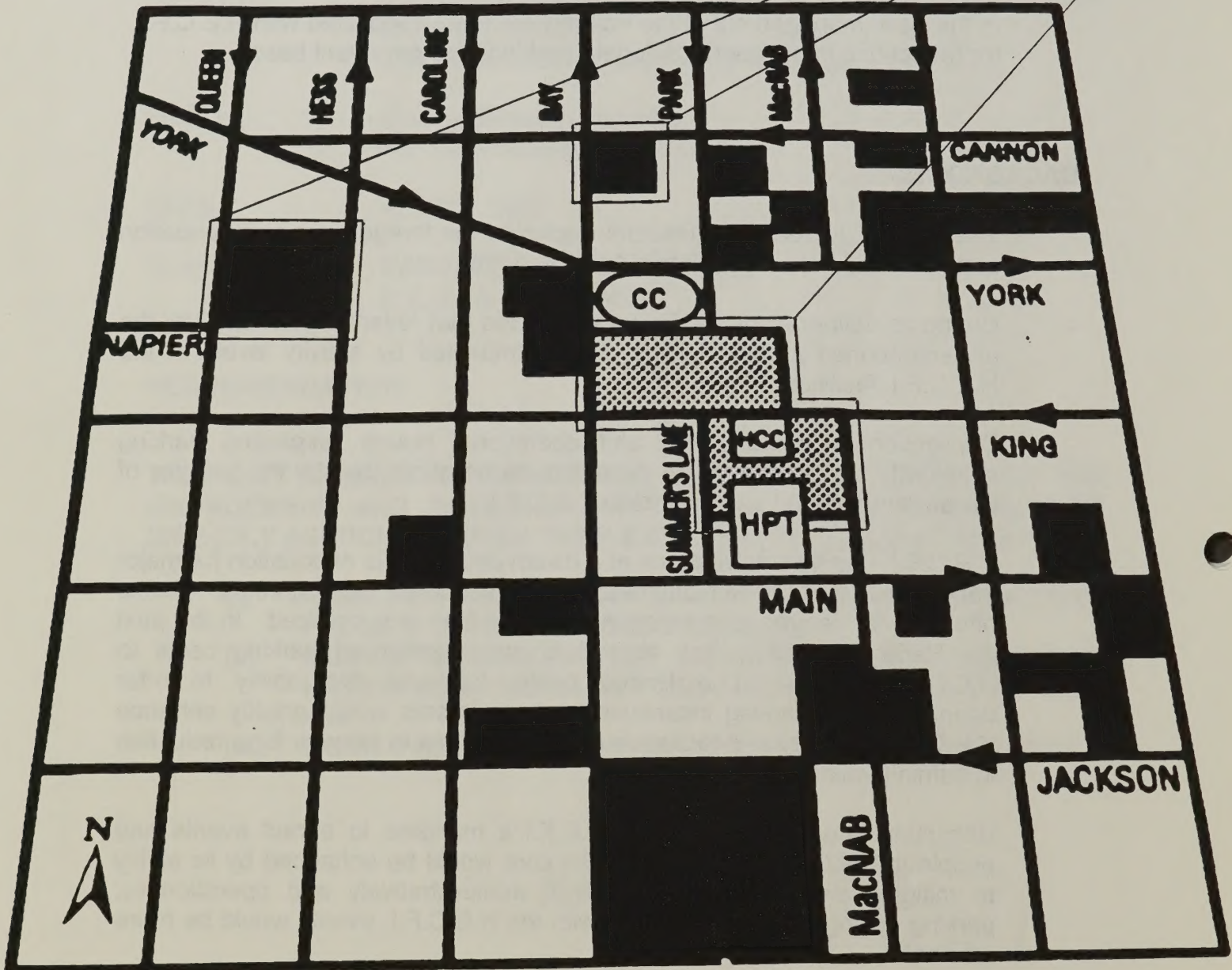
referred
App'd by Committee
to Committee of the Whole. — *comprehensive study.*
1998 May 19
App'd by Council

- In the past, management of the Parking Authority negotiated with H.E.C.F.I. for reductions in the cost of delegate parking on a per-event basis.

BACKGROUND:

- The H.E.C.F.I. Board of Directors approved the foregoing recommendation at its meeting held Wednesday, April 22, 1998.
- During its deliberations the Board concluded that revenue generated by the aforementioned parking lots is directly impacted by activity levels at the H.E.C.F.I. facilities.
- Duplication in management and operational issues respecting parking availability directly related to events could be eliminated by the transfer of the aforementioned parking lots to H.E.C.F.I.
- H.E.C.F.I. has historically been at a disadvantage in its negotiation for major trade shows and conventions because of associated parking costs. Clients often opt for centres where parking is either free or subsidized. In the past the Parking Authority has agreed to subsidization of parking costs to H.E.C.F.I. clients on a limited basis; however, the ability to offer unencumbered parking incentives to major clients would greatly enhance H.E.C.F.I.'s ability to negotiate events, as well as to provide for a reduction in administration processes.
- Ultimately, the ability to fulfill H.E.C.F.I.'s mandate to attract events and people to the City and the downtown core would be enhanced by its ability to mitigate parking costs. As well, administratively and operationally, parking arrangements associated with the H.E.C.F.I. events would be more efficient.

ABOVE/UNDERGROUND PARKING IN VICINITY OF HECFI FACILITIES



Above Ground Parking

CC

Copps Coliseum

HCC

Hamilton Convention Centre



HPT

Underground Parking

Hamilton Place Theatre



Financial Summary
For The Five Month Period Ended May 31, 1998

Actual Results
For The Five Month
Period Ended
May 31, 1997

		(1) Preliminary Budget	(2) Actual	(3) Favourable <Unfavourable> Budget Variance
\$3,375,982.	Revenue	\$3,539,480.	\$3,344,438.	\$<195,042.>
<u>4,068,494.</u>	Expenses	<u>4,190,940.</u>	<u>4,091,441.</u>	<u>99,499.</u>
	Excess of Expenses			
<u>\$ 692,512.</u>	Over Revenue From Operations	<u>\$ 651,460.</u>	<u>\$ 747,003.</u>	<u>\$<95,543.></u>

Comments:

HECFI's municipal contribution was over-expended by \$95,543 (see row 3, column 3 above) for the five month period ended May 31, 1998. This represents an increase of \$7,762 in the over-expended amount that was reported to you last month for the four month period ended April 30, 1998.

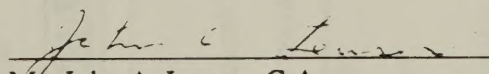
The unfavourable results for the month arose mainly due to lower than anticipated revenue being generated at Copps Coliseum since the concert included in the May budget did not occur (i.e. the Aerosmith concert was postponed).

The unfavourable results for the five months arose primarily due to lower than anticipated revenue being generated at Hamilton Place and Copps Coliseum since:

- 1) attendance levels at events have generally been running below that budgeted; and
- 2) a number of budgeted events have either cancelled or not occurred.

The cost of employee severances as a result of the recent downsizing has not yet been finalized and, accordingly, is not reflected in these financial statements.

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.


Mr. John A. Leuser, C.A.
Director of Finance and Administration

15 June 1998

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES

	(1) Annual 1998 Budget	(2) Budgeted Operating Results For The Five Month Period Ended May 31, 1998	(3) Actual Operating Results For The Five Month Period Ended May 31, 1998	(4) Favourable/ (Unfavourable) Budget Variance Amount	(5) %	(6) Actual Operating Results For The Five Month Period Ended May 31, 1997
REVENUE						
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,289,120	\$684,830	\$663,973	(\$20,857)	-3.0%	\$618,477
OTHER RENTALS	478,910	226,280	200,178	(26,102)	-11.5%	209,458
FOOD, BEVERAGE AND CONCESSIONS	2,343,720	1,044,920	1,072,832	27,912	2.7%	1,017,248
RECOVERIES	2,548,340	1,225,340	1,099,590	(125,750)	-10.3%	1,161,290
BOX OFFICE	390,200	234,090	202,912	(31,178)	-13.3%	228,243
OTHER	327,350	124,020	104,953	(19,067)	-15.4%	141,266
TOTAL REVENUE	\$7,377,640	\$3,539,480	\$3,344,438	(\$195,042)	-5.5%	\$3,375,982
EXPENSES BY DEPARTMENT / SECTION						
OPERATIONS-ADMINISTRATION	\$259,910	\$107,344	\$113,937	(\$6,593)	-6.1%	\$118,733
FOOD AND BEVERAGE	1,791,150	724,585	794,760	(70,175)	-9.7%	794,362
EVENTS DELIVERY	2,618,950	1,251,153	1,128,782	122,371	9.8%	1,298,661
BUILDING OPERATIONS	1,654,570	679,068	688,263	(9,195)	-1.4%	613,008
MARKETING AND PROMOTION	1,691,840	727,553	696,099	31,454	4.3%	578,831
ADMINISTRATION-CEO/BOARD	434,930	181,910	183,259	(1,349)	-0.7%	173,501
PROFESSIONAL FEES	33,630	14,015	7,918	6,097	43.5%	20,515
FINANCE AND ADMINISTRATION	686,450	281,384	276,435	4,949	1.8%	268,026
BOX OFFICE	390,200	185,448	163,508	21,940	11.8%	164,651
INSURANCE	92,360	38,480	38,480	0	0.0%	38,206
TOTAL EXPENSES	\$9,653,990	\$4,190,940	\$4,091,441	\$99,499	2.4%	\$4,068,494
EXCESS OF EXPENSE OVER REVENUE FROM OPERATIONS	\$2,276,350	\$651,460	\$747,003	(\$95,543)	-14.7%	\$692,512
CONTRIBUTION FROM THE CITY	\$2,276,350	\$651,460	\$651,460	\$0	0.0%	\$772,637
UNDER (OVER) EXPENDED						
MUNICIPAL CONTRIBUTION	\$0	\$0	(\$95,543)	(\$95,543)	0.0%	\$80,125

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

STATUS REPORT ON HECFI REVENUE FOR THE FIVE MONTH PERIOD ENDED MAY 31, 1998

	<u>Hamilton Convention Centre</u>			<u>Hamilton Place</u>			<u>Copps Coliseum</u>			<u>Corporate *</u>			<u>TOTAL HECFI</u>	
	<u>Current Month</u>	<u>Year to Date</u>		<u>Current Month</u>	<u>Year to Date</u>		<u>Current Month</u>	<u>Year to Date</u>		<u>Current Month</u>	<u>Year to Date</u>		<u>Current Month</u>	<u>Year to Date</u>
1998 Actual	252,144	1,148,588		229,563	536,888		279,065	1,454,275		46,909	204,687		807,681	3,344,438
1998 Budget **	240,343	1,072,100		202,979	585,430		387,034	1,645,945		55,941	236,005		886,297	3,539,480
Favorable/ (Unfavorable) Variance	11,801	76,488		26,584	(48,542)		(107,969)	(191,670)		(9,032)	(31,318)		(78,616)	(195,042)

COMPARISON TO PRIOR YEAR'S ACTUALS

	<u>Hamilton Convention Centre</u>			<u>Hamilton Place</u>			<u>Copps Coliseum</u>			<u>Corporate *</u>			<u>TOTAL HECFI</u>	
	<u>Current Month</u>	<u>Year to Date</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Current Month</u>	<u>Year to Date</u>
1998 Actual	252,144	1,148,588	229,563	536,888	279,065	1,454,275	46,909	204,687	807,681	3,344,438				
1997 Actual	249,526	1,034,045	144,411	516,361	199,536	1,581,985	53,661	243,591	647,134	3,375,982				
Favorable/ (Unfavorable) Variance	2,618	114,543	85,152	20,527	79,529	(127,710)	(6,752)	(38,904)	160,547	(31,544)				

* Corporate revenue includes revenue common to two or all three facilities, such as interest revenue, gift certificates, box office revenue, etc.

** The monthly and year to date revenue budgets represent targets established by the Marketing and Sales Department.

This image shows a blank, cream-colored page, likely an endpaper or flyleaf from an old book. The paper has a slightly textured appearance. On the left side, there are two circular punch holes, one near the top and one near the bottom, which were used for binding the book. The page is otherwise empty of any text or markings.

CAY ON HBL V 89
A35
1998

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, September 30, 1998

12:00 Noon

Lunch Served at 11:30 a.m.

Hamilton Convention Centre – Room 314

URBAN MUNICIPAL

SEP 29 1998

ORDER OF BUSINESS

GOVERNMENT DOCUMENTS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

REGULAR BUSINESS ACTION ITEMS

- | | | |
|----|--|--------------|
| A. | <i>Operations Committee Fourth Report</i> | Attachment A |
| B. | <i>COMMUNITY DINNER : Tribute to Morgan Firestone
October 22, 1998, Carmen's Banquet Centre</i> | Attachment B |
| C. | <i>COMMUNITY DINNER: The Neuro Oncology Foundation
A String of Pearls Gala, October 2, 1998, Carmen's Banquet Centre</i> | Attachment C |

INFORMATION ITEMS

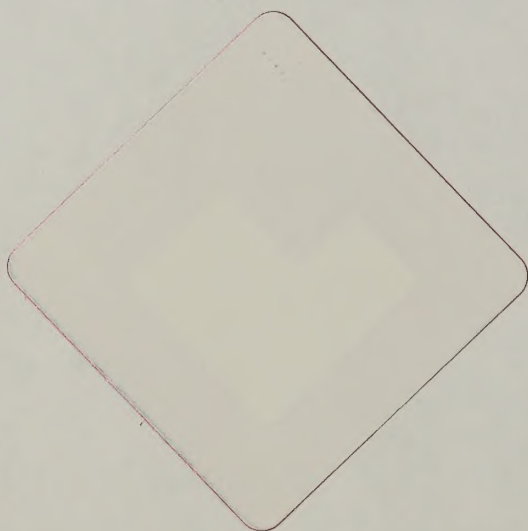
- | | | |
|-----|---|----------------|
| 2. | Correspondence | Nil |
| 3. | Minutes of Regular Meeting Held June 24, 1998 | Attachment 3 |
| | 3.1 Errors or Omissions | |
| | 3.2 Motion for Approval | |
| 4. | Business Arising from the Minutes | |
| 5. | Reports | |
| | 5.1 Financial Summary for the Eight Month
Period Ended August 31, 1998 | Attachment 5.1 |
| 6. | Private and Confidential | |
| 7. | New Business | |
| 8. | Other Business | |
| 9. | Date of Next Meeting: <i>Wednesday, October 28, 1998,
Lunch Served at 11:30 a.m., Location: TBA</i> | |
| 10. | Adjournment | |

OUTSTANDING BUSINESS

- | | |
|-----|--|
| (i) | Results of Comprehensive Study : Parking Facilities Adjacent to HECFI Facilities |
|-----|--|

100 20 1.12

100 20 1.12



A

OPERATIONS COMMITTEE FOURTH REPORT OF 1998

The Operations Committee presents the **FOURTH** Report of 1998 from its meeting held September 23, 1998 and respectfully requests approval of the following recommendations:

1. HCC: Renovations to/Expansion of the Ellen Fairclough Building Lobby

THAT THE RENOVATIONS TO/EXPANSION OF THE ELLEN FAIRCLOUGH BUILDING LOBBY AS PROPOSED BY THE MINISTRY OF COMMUNITY AND SOCIAL SERVICES, PROVINCE OF ONTARIO, BE APPROVED WITH RESPECT TO THE IMPACT OF SAME ON HECFI'S ABILITY TO OPERATE AND MARKET THE HAMILTON CONVENTION CENTRE; and

THAT THE CITY FINANCE AND ADMINISTRATION COMMITTEE BE APPRISED OF HECFI'S CONCURRENCE WITH THE RENOVATIONS PROPOSED.

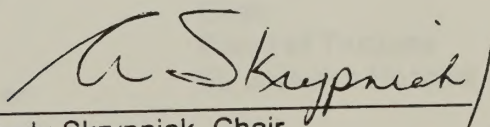
2. HP: Replacement of Lighting Console and Installation of Dimmer Retrofit Kits :
Acceptance of Tender

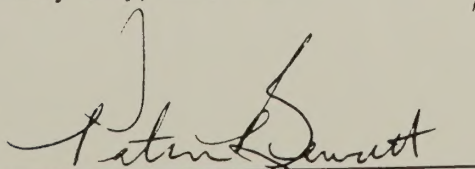
THAT THE EMERGENCY PURCHASE ORDER ISSUED TO SCENEWORK, GUELPH, ONTARIO FOR THE SUPPLY AND INSTALLATION OF A NEW LIGHTING CONSOLE AND DIMMER RETROFIT KITS IN ACCORDANCE WITH SPECIFICATIONS ISSUED BY THE PURCHASING DIVISION AND, IN THE AMOUNT OF \$104,771.70 EXCLUDING GST, BE RATIFIED.

3. Smart Moves Demonstration Project : Copps Coliseum

THAT THE HECFI BOARD FORMALLY REQUEST FURTHER REVIEW OF THE PROJECT PROPOSED BY THE SMART MOVES DEMONSTRATION PROJECT TEAM WITH ATTENTION PLACED ON THE SAFETY OF PATRONS ATTENDING COPPS COLISEUM DURING ENTRANCE AND EGRESS TO EVENTS; IN PARTICULAR WHILE UNLOADING BUSES AND OTHER VEHICLES AT THE ENTRANCE AND ADJACENT TO COPPS COLISEUM AND THE SUBSEQUENT TRAFFIC PROBLEMS WHICH MAY RESULT.

Respectfully submitted


Andy Skrypnia, Chair


Patricia Bennett, Secretary

B

MEMO TO: **HECFI BOARD OF DIRECTORS**

FROM: Gabe Macaluso
 Managing Director/CEO

DATE: September 22, 1998

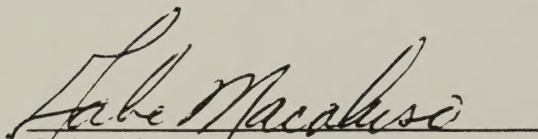
SUBJECT: **COMMUNITY DINNER :
 TRIBUTE TO MORGAN FIRESTONE
 Thursday, October 22, 1998 - Carmen's Banquet Centre**

RECOMMENDATION:

THAT THE BOARD PURCHASE A TABLE OF TEN AT A COST OF \$1,500. TO THE SURPRISE TRIBUTE TO MORGAN FIRESTONE THURSDAY, OCTOBER 22, 1998 AT CARMEN'S BANQUET CENTRE.

BACKG ROUND:

- The St. Joseph's Hospital Board of Trustees, St. Joseph's Health Care Foundation and The Morgan Firestone Foundation have jointly organized the Tribute to Morgan Firestone to celebrate and honour his numerous philanthropic endeavours throughout the community during his lifetime.


Gabe Macaluso
Managing Director/CEO



St. Joseph's Health Care Foundation

354 King Street West, Hamilton, ON L8P 1B3 • (905) 521-6036 • Fax (905) 577-0860

St. Joseph's Hospital

St. Joseph's Community
Health Centre

Father Sean O'Sullivan
Research Centre

Honourary Chair
Mr. D. Morgan Firestone

Board Members

Mr. Bruce Whitehouse,
Chair

Mr. Tony Battaglia

Mrs. Bernice Cairns

Mr. Pat Collins

Mr. Ron Corsini

Mr. Mario Cupido

Mrs. Bernadette Davidson

Mr. Rick Davison

Ms. Sunni Genesco

Mrs. Thelma Maskell

Sister Michaela

Mr. Frank Rocchi

Mr. Sam Scime

Mr. Joe Speranzini

Mr. Bob Stirling

Mrs. Andrea Stringer

Mr. Ted Urbanowicz

Dr. Paul Whelan

Mr. John Whyte

24 August 1998

Mr. Gabe Macaluso
HECFI
10 MacNab St. S.
Hamilton, ON L8P 4Y3

Dear Mr. *Gabe* Macaluso:

It is our pleasure to invite you to take part in honouring Morgan Firestone. This philanthropic individual has given so much to so many groups of people, corporations and foundations in his lifetime, that we would like to take this evening to celebrate his many contributions to our community.

A surprise tribute/roast is being planned for Thursday, October 22nd to honour Morgan; he thinks we're planning an "Evening with Candice Bergen"! You are invited to celebrate Morgan's gifts and show your support of his generosity.

Please find attached a sponsorship application for the commemorative program we are planning. To include your greeting and/or thank-you to Morgan and to reserve a table for ten (10), please complete the application and return to our attention.

We are looking forward to a great evening and your support.

Sincerely,

Colin Millar
Chair
Board of Trustees
St. Joseph's Hospital

Frances Neufeld
President
St. Joseph's
Health Care Foundation

Craig Dowhaniuk
Executive Director
The Morgan Firestone
Foundation

Making a Commitment, Meeting the Challenge

Charitable Number: BSV 133 (944-89000)

C

MEMO TO: **HECFI BOARD OF DIRECTORS**

FROM: Gabe Macaluso
Managing Director/CEO

DATE: September 22, 1998

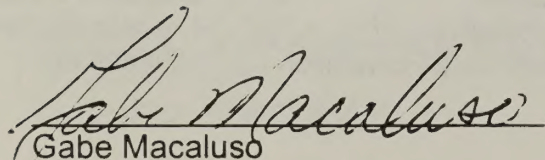
SUBJECT: **COMMUNITY DINNER :**
THE NEURO ONCOLOGY FOUNDATION
The Strand of Pearls Gala
Friday, October 2, 1998 - Carmen's Banquet Centre

RECOMMENDATION:

THAT THE BOARD PURCHASE TWO TICKETS AT A COST OF \$300. TO THE STRAND OF PEARLS GALA HOSTED BY THE NEURO ONCOLOGY FOUNDATION IN SUPPORT OF ITS FUND RAISING DRIVE TO BE HELD FRIDAY, OCTOBER 2, 1998 AT CARMEN'S BANQUET CENTRE.

BACKGROUND:

- The Neuro Oncology Foundation is hosting the *A Strand of Pearls* gala evening to raise funds in support of research and state-of-the-art diagnostic and surgical equipment.
- The Board has not previously attended an event in support of this foundation.


Gabe Macaluso
Managing Director/CEO

Help us reach the end of...

"A Strand of Pearls"

*A Gala Evening
In Support of
The Neuro Oncology Foundation*

Proceeds will help the Foundation's drive for research and state-of-the-art diagnostic and surgical equipment.

Come and experience a memorable black tie evening, dancing to the big band sounds of the Harry Waller Orchestra. You may also take time to try your luck in the adjoining Casino, complete with Blackjack, and Roulette.

We promise this to be an evening you will remember.

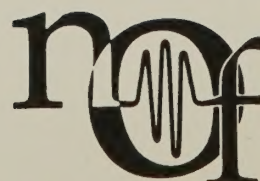
- ☛ CHAMPAGNE RECEPTION
- ☛ EXQUISITE DINING AND DESSERTS
- ☛ DANCING TO THE BIG BAND
- ☛ CASINO
- ☛ AND A FEW MORE SURPRISES

WIN A WEEKEND GETAWAY TO THE WORLD RENOWNED 'DRAKE HOTEL' IN CHICAGO

Friday, October 2nd, 1998
Carmen's Banquet Center
Hamilton, Ontario
\$150.00
(Tax Receipts for portion)

For tickets and information call The Neuro Oncology Foundation at
(905) 318-9224 or (905) 547-6524
Fax (905) 643-9762

Imagine 
A New Spirit of Community



The
Neuro
Oncology
Foundation

3

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Wednesday, June 24, 1998
12:00 Noon
Hamilton Place, Meeting Room #1**

MINUTES

PRESENT: Alderman T. Anderson, Chair
Alderman B. Charters, First Vice Chair
Alderman R. Corsini
Mr. P. DeCaria
Mr. F. Deys
Mr. B. Ingleby
Mr. S. Monzavi
Mr. J. Nelson
Mr. A. Skrypniak

ALSO PRESENT: Mr. G. Macaluso
Mr. J. Leuser
Mr. B. Calder
Mr. J. Elder
Ms. D. Vivian

REGRETS: Mayor R. Morrow
Alderman B. Kelly
Mr. G. Kay
Ms. B. Campbell
Mrs. M. Dow

1. Opening Remarks

The Chair called the meeting to order at 12:15 p.m. and clarified that, yes, Gene Kay got married on the weekend. Alderman Anderson advised that the General Manager of the Bulldogs, Scott Howson, reports the new ownership of the Edmonton Oilers is pleased with its Hamilton affiliate American Hockey League franchise; seasons' ticket sales are increased over last year at this time.

A. Community Dinner : Canadian Football Hall of Fame Induction September 19, 1998, Hamilton Convention Centre

The Board received management's June 17th report, It was

MOVED by Mr. Monzavi, seconded by Mr. Ingleby that

THE H.E.C.F.I. BOARD OF DIRECTORS PURCHASE A TABLE OF TEN TO THE CANADIAN FOOTBALL HALL OF FAME INDUCTION DINNER, SATURDAY, SEPTEMBER 19, 1998 AT THE CONVENTION CENTRE AT A COST NOT TO EXCEED \$700.

MOTION CARRIED.

2. Correspondence

Correspondence from the Mother's Day Telethon; Children's Hospital; the Rotary Club of Hamilton Mountain; the Canadian Club; and Mike Mandel Enterprises Inc., all commending management and staff for service and support, was received. It was

MOVED by Mr. Deys, seconded by Alderman Charters that

THE CORRESPONDENCE BE RECEIVED.

MOTION CARRIED.

3. Minutes of Regular Meeting Held May 28, 1998

MOVED by Mr. DeCaria, seconded by Mr. Skrypniak that

THE MINUTES OF THE REGULAR MEETING HELD MAY 28, 1998 BE APPROVED.

MOTION CARRIED.

4. Business Arising from the Minutes

4.1 Report: Parking Associated with HECFI Facilities

The Chair reviewed correspondence received from the City's Finance and Administration Committee respecting HECFI's request to transfer specific parking facilities to its scope of operation. As a result of HECFI's request, the Finance and Administration Committee has directed that a comprehensive study be undertaken during the summer months with a report back to the Committee of the Whole in 1998 September.

During discussion Alderman Charters suggested that failing the transfer of the cited lots, negotiations should take place to ensure designated funding is allocated to offset events. As well, it was agreed that the City be requested to consider the transfer to HECFI of the operation of the parking facility located at Bay and King (the City is currently considering waving its leasing option and discontinuing its parking operation). It was

MOVED by Mr. Nelson, seconded by Mr. Deys that

CORRESPONDENCE BE RECEIVED FROM THE CITY'S FINANCE AND ADMINISTRATION COMMITTEE WHICH DIRECTS THAT A COMPREHENSIVE STUDY BE UNDERTAKEN OF THE FEASIBILITY OF TRANSFERRING CITED PARKING FACILITIES TO THE CONTROL OF HECFI.

MOTION CARRIED.

5. Reports

5.1 Financial Summary for the Five Month Period Ended May 31, 1998

The Board received the report, Financial Summary for the Five Month Period Ended May 31, 1998. The Director of Finance and Administration indicated that the unfavourable budget variance of \$95,543 reflects an increase of \$7,762 during May due mainly to the postponement of the Aerosmith concert. The CEO anticipates that over the next three months, revenues will offset the current unfavourable budget variance. It was noted that employee severances will be reflected in June's financial statements. It was

MOVED by Mr. Monzavi, seconded by Mr. Ingleby that

THE FINANCIAL SUMMARY FOR THE FIVE MONTH PERIOD ENDED MAY 31, 1998 BE RECEIVED.

MOTION CARRIED.

6. Private and Confidential

MOVED by Mr. Skrypniak, seconded by Mr. Deys that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 12:40 P.M.

MOTION CARRIED.

MOVED by Alderman Charters, seconded by Mr. DeCaria that

THE IN-CAMERA SESSION BE ADJOURNED AT 1:10 P.M.

MOTION CARRIED.

Employment Contract : Director of Operations/Events Delivery

MOVED by Mr. Monzavi, seconded by Mr. Nelson that

MR. BRAD CALDER'S EMPLOYMENT CONTRACT AS DIRECTOR OF OPERATIONS/EVENTS DELIVERY BE RENEWED FOR A PERIOD OF THREE (3) YEARS COMMENCING MAY 6, 1998 AND CONCLUDING MAY 6, 2001 AT SALARY LEVEL 24, SUBJECT TO THE SUCCESSFUL NEGOTIATION OF AN EMPLOYMENT CONTRACT.

MOTION CARRIED.

Naming Sponsorship : Hamilton Place Theatre

MOVED by Mr. DeCaria, seconded by Mr. Ingleby that

THE H.E.C.F.I. BOARD OF DIRECTORS REQUEST THE CITY OF HAMILTON TO CONSIDER NAMING SPONSORSHIP FOR HAMILTON PLACE THEATRE AS A MECHANISM TO GENERATE REVENUE; and

THAT H.E.C.F.I. BE AUTHORIZED TO PURSUE APPROPRIATE SPONSORSHIP FROM A CORPORATE/CITIZEN CANDIDATE WHICH REFLECTS SUPPORT THROUGH A PARTNERSHIP FORGED TO SUSTAIN AND ENRICH THE CITY'S CULTURAL ENVIRONMENT; and

THAT THE CITY OF HAMILTON HAVE FINAL APPROVAL OF SUCH SPONSORSHIP.

MOTION CARRIED.

7. New Business

Nil

8. Other Business

8.1 Copps Coliseum : Scoreboard

The Board received management's June 23rd report which was requested at the June 17th meeting of the Operations Committee. Management was directed to present a report which reflects a business case and includes a cost benefit analysis in respect of replacement of the scoreboard at Copps Coliseum. Management's report included the City Treasurer's recommendation that because the business case presented (i.e. payback period) is not strong enough, financing the project from the City's reserves is not merited. It was suggested the project should be included within next year's ten year Capital Budget Programme (and that the merits of this project be judged along with the other City Department submissions). It was noted that although Neon's proposal did not present a strong business case, there are other intangible reasons for considering scoreboard replacement, i.e. – maintaining the facility with state-of-the-art features such as the recent rinkboard replacement. It was agreed that should Mississauga and Brampton add video replay to their facilities, this could support H.E.C.F.I.'s rationale for maintaining the integrity of the facility and for remaining competitive in its ability to attract events such as the Canadian Figure Skating Championships.

MOVED by Mr. Skrypniak, seconded by Mr. Ingleby that

MANGEMENT'S JUNE 23, 1998 REPORT BE RECEIVED.

MOTION CARRIED.

9. Other Business

Nil

10. Date of Next Meeting

It was agreed that meetings would take place during the months of July and August at the Call of the Chair.

11. Adjournment

The meeting adjourned at 1:12 p.m.

TAKEN AS READ AND APPROVED

Alderman T. Anderson, Chair

Patricia Bennett, Secretary

**Financial Summary
 For The Eight Month Period Ended August 31, 1998**

**Actual Results For
 The Eight Month
 Period Ended
 August 31, 1997**

		(1) Budget	(2) Actual	(3) Favourable <Unfavourable> Budget Variance
\$4,537,888	Revenue	\$4,385,505	\$4,515,148	\$129,643
<u>6,037,821</u>	Expenses	<u>6,113,046</u>	<u>6,250,268</u>	<u><137,222></u>
	Excess of Expenses			
<u>\$1,499,933</u>	Over Revenue From Operations	<u>\$1,727,541</u>	<u>\$1,735,120</u>	<u>\$ <7,579></u>

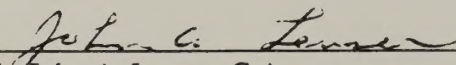
Comments:

HECFT's municipal contribution was over-expended by \$7,579 (see row 3, column 3 above) for the eight month period ended August 31, 1998. This represents a decrease of \$87,964 in the over-expended amount that was last reported to you for the five month period ended May 31, 1998.

The favourable results for this most recent three month period arose mainly due to higher than anticipated revenue being generated at all three facilities.

The marginally unfavourable results for the eight month period arose primarily due to lower than anticipated revenue being generated at Copps Coliseum.

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.


 Mr. John A. Leuser, C.A.
 Director of Finance and Administration

19 September 1998

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES

Page 1

REVENUE						
	(1)	(2)	(3)	(4)	(5)	(6)
Annual 1998 Budget		Period Ended August 31, 1998	Period Ended August 31, 1998	Amount	%	Period Ended August 31, 1997
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,289,120	\$901,590	\$929,238	\$27,648	3.1%	\$876,043
OTHER RENTALS	478,910	315,976	283,245	(32,731)	-10.4%	289,547
FOOD, BEVERAGE AND CONCESSIONS	2,343,720	1,264,667	1,360,413	95,746	7.6%	1,494,034
RECOVERIES	2,548,340	1,484,046	1,533,119	49,073	3.3%	1,455,450
BOX OFFICE	390,200	258,034	252,949	(5,085)	-2.0%	248,496
OTHER	327,350	161,192	156,184	(5,008)	-3.1%	174,318
TOTAL REVENUE	\$7,377,640	\$4,385,505	\$4,515,148	\$129,643	3.0%	\$4,537,888
EXPENSES BY DEPARTMENT / SECTION						
OPERATIONS-ADMINISTRATION	\$259,910	\$174,737	\$178,277	(\$3,540)	-2.0%	\$191,040
FOOD AND BEVERAGE	1,791,150	1,002,363	1,128,710	(126,347)	-12.6%	1,185,334
EVENTS DELIVERY	2,618,950	1,636,487	1,664,860	(28,373)	-1.7%	1,791,200
BUILDING OPERATIONS	1,654,570	1,098,596	1,108,276	(9,680)	-0.9%	1,030,356
MARKETING AND PROMOTION	1,691,840	1,052,666	1,021,410	31,256	3.0%	809,231
ADMINISTRATION-CEO/BOARD	434,930	294,872	293,424	1,448	0.5%	278,326
PROFESSIONAL FEES	33,630	22,424	21,605	819	3.7%	23,965
FINANCE AND ADMINISTRATION	686,450	490,140	466,031	24,109	4.9%	423,950
BOX OFFICE	390,200	279,193	306,508	(27,315)	-9.8%	243,298
INSURANCE	92,360	61,568	61,167	401	0.7%	61,121
TOTAL EXPENSES	\$9,653,990	\$6,113,046	\$6,250,268	(\$137,222)	-2.2%	\$6,037,821
EXCESS OF EXPENSE OVER REVENUE FROM OPERATIONS	\$2,276,350	\$1,727,541	\$1,735,120	(\$7,579)	-0.4%	\$1,499,933
CONTRIBUTION FROM THE CITY	\$2,276,350	\$1,727,541	\$1,727,541	\$0	0.0%	\$1,700,206
UNDER (OVER) EXPENDED						
MUNICIPAL CONTRIBUTION	\$0	\$0	(\$7,579)	(\$7,579)	0.0%	\$200,273

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

STATUS REPORT ON HECFI REVENUE FOR THE EIGHT MONTH PERIOD ENDED AUGUST 31, 1998

	<u>Hamilton Convention Centre</u>			<u>Hamilton Place</u>			<u>Copps Colliseum</u>			<u>Corporate*</u>			<u>TOTAL HECFI</u>
	<u>Current Month</u>	<u>Year to Date</u>		<u>Current Month</u>	<u>Year to Date</u>		<u>Current Month</u>	<u>Year to Date</u>		<u>Current Month</u>	<u>Year to Date</u>		
1998 Actual	61,990	1,525,509		13,285	748,406		135,393	1,986,396		280	254,837		210,948 4,515,148
1998 Budget **	65,629	1,383,726		9,008	718,089		55,779	2,023,492		741	260,198		131,157 4,385,505
Favorable/ (Unfavorable) Variance	(3,639)	141,783		4,277	30,317		79,614	(37,096)		(461)	(5,361)		79,791 129,643

COMPARISON TO PRIOR YEAR'S ACTUALS

	<u>Hamilton Convention Centre</u>			<u>Hamilton Place</u>			<u>Copps Colliseum</u>			<u>Corporate*</u>			<u>TOTAL HECFI</u>
	<u>Current Month</u>	<u>Year to Date</u>		<u>Current Month</u>	<u>Year to Date</u>		<u>Current Month</u>	<u>Year to Date</u>		<u>Current Month</u>	<u>Year to Date</u>		
1998 Actual	61,990	1,525,509		13,285	748,406		135,393	1,986,396		280	254,837		210,948 4,515,148
1997 Actual	122,423	1,574,327		11,707	700,747		80,438	1,988,032		3,484	274,782		218,052 4,537,888
Favorable/ (Unfavorable) Variance	(60,433)	(48,818)		1,578	47,659		54,955	(1,636)		(3,204)	(19,945)		(7,104) (22,740)

* Corporate revenue includes revenue common to two or all three facilities, such as Interest revenue, gift certificates, box office revenue, etc.

** The monthly and year to date revenue budgets represent targets established by the Marketing and Sales Department.

CA4 ON HBL V89

A35

1998

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

URBAN
MUNICIPAL

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, October 28, 1998

12:00 Noon

Lunch Served at 11:30 a.m.

Hamilton Convention Centre – Room 314

URBAN MUNICIPAL

OCT 26 1998

ORDER OF BUSINESS

GOVERNMENT DOCUMENTS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

REGULAR BUSINESS ACTION ITEMS

- A. *COMMUNITY DINNER : Hamilton Gallery of Distinction
November 12, 1998, Hamilton Convention Centre*

Attachment A

INFORMATION ITEMS

2. Correspondence
3. Minutes of Regular Meeting Held September 30, 1998

Attachment 2

Attachment 3

- 3.1 Errors or Omissions
- 3.2 Motion for Approval

4. Business Arising from the Minutes

5. Reports

- 5.1 Financial Summary for the Nine Month
Period Ended September 30, 1998

Attachment 5.1

6. Private and Confidential

7. New Business

8. Other Business

9. Date of Next Meeting: *Wednesday, November 25, 1998
Lunch Served at 11:30 a.m., Location: TBA*

10. Adjournment

OUTSTANDING BUSINESS

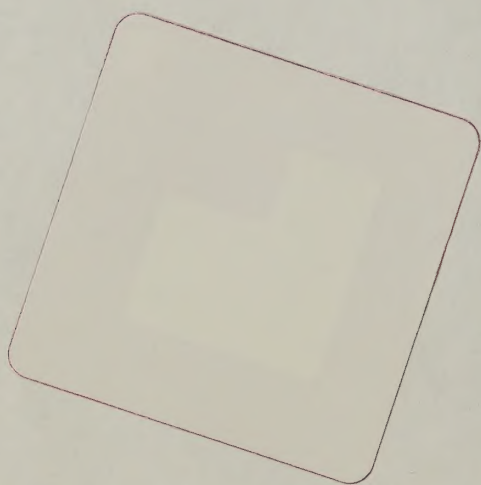
- (i) Results of Comprehensive Study : Parking Facilities Adjacent to HECFI Facilities

October 23, 1998
Patricia Bennett
Legislative Assistant

10/10/10

10/10/10

10/10/10



A

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

FROM: Gabe Macaluso
Managing Director/CEO:

DATE: October 22, 1998

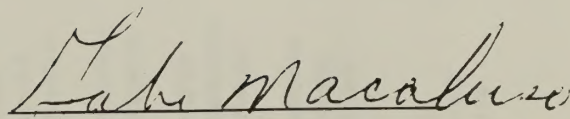
SUBJECT: **COMMUNITY DINNER : Hamilton Gallery of
Distinction 1998 Inductees
Thursday, November 12, 1998 at the
Hamilton Convention Centre**

RECOMMENDATION:

THAT THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN AT A COST NOT TO EXCEED \$600. TO THE ANNUAL GALLERY OF DISTINCTION INDUCTEES DINNER TO BE HELD AT THE HAMILTON CONVENTION CENTRE NOVEMBER 12, 1998.

BACKGROUND:

- The Hamilton Gallery of Distinction is located in the second floor foyer of the Convention Centre. Historically, the HECFI Board has had a presence at the Inductees dinner.
- Funds are available in the Board's allocation for meetings and receptions.


Gabe Macaluso
Managing Director/CEO



Hamilton Gallery of Distinction

Hamilton Gallery of Distinction

Directors

President
Gloria Over
Dofasco Inc.

Vice-President
Grace Diffey
The Neufeld Group

Past-President
Jill Rumble
The Hamilton YWCA

Secretary
Louise Henderson
Canadian Centre for
Occupational Health & Safety

Gerry Aggus
Simpson, Wigle

Susan Bevan
Kelley Advertising Inc.

Catherine Copp
KPMG

Hugh Greenwood
St. Joseph's Hospital

Marnie MacLachlan
The Hamilton Spectator

Jim O'Connor
Industry-Education Council

Joe Pavelka
City of Hamilton

October 8, 1998

Hamilton Gallery of Distinction 1998 Inductees

**Dr. Fraser Mustard, Peter Gordon, Dr. Leslie Laking,
Colonel Richard Beasley, Sister Joan O'Sullivan, Leonard Hutchinson**

On behalf of the Board of Directors of the Hamilton Gallery of Distinction,
I invite you to attend the 1998 Induction Ceremonies and Dinner.

This year we are honouring seven prominent citizens whose accomplishments, detailed in the accompanying brochure, have brought renown to our community. Please join us to recognize their contributions on Thursday, November 12, 1998 at the Hamilton Convention Centre. A reception is scheduled for 6:00 p.m., followed by dinner at 7:00 p.m.

Tickets are \$65 per person; tables of 10 are available for \$600. If you would like to attend, please return the completed tear-off portion of the enclosed brochure, along with your cheque.

We look forward to seeing you on the 12th.

Sincerely,

Gloria Over
President
Hamilton Gallery of Distinction

Encl.

Leonard Hutchinson 1896 - 1980

Leonard Hutchinson was born in Manchester, England. In 1912, his family emigrated to Canada, taking up residence in Tillsburg, Ontario. When war was declared in 1914, Leonard returned to England and enlisted in the Royal Military Corps. Following the war, he returned to Canada and the tobacco belt, where he started sketching migrant workers in the fields and curing houses.

After moving to Hamilton in the early 1920s, Leonard worked as a graphic artist at Barnard Stamp and Stencil, studying art in the evenings at the Hamilton Technical Institute.

In 1932, Leonard began teaching evening art classes at the Hamilton Technical Institute. He exhibited his colour block prints at the Royal Canadian Academy exhibition, and at the National Gallery of Canada's annual exhibition of Canadian Art.

In 1936 he was appointed as a Governor of the Hamilton Art Gallery, where he served until the mid-1940s. In 1967, he was elected an Academician of the Royal Canadian Academy, and received the Centennial Gold Medal for his contribution to Canadian art.

During his career, Leonard served as President of the Canadian Society of Graphic Art, President of the Society of Canadian Painter-Engravers and Engravers, and founded the Hamilton Chapter of the Artists' Union.

Dr. Fraser Mustard 1927-

James Fraser Mustard was born and raised in Toronto, and received his M.D. in 1953 from the University of Toronto.

In 1956, while earning his Ph.D. at Cambridge University, he began his investigation of blood disorders. He was the first to draw a connection between HIV and its effect on heart attack and stroke patients.

In 1966, Dr. Mustard was appointed Chairman of the Department of Pathology at McMaster University. In 1972, he was appointed Dean and Vice President of the Faculty of Health Sciences of McMaster University and a Member of the Board of Governors of McMaster University Medical Centre.

In 1982, he became the first President of the Canadian Institute for Advanced Research, an organization committed to harnessing the brainpower of some of the country's leading scientists and scholars.

Organizations served by Dr. Mustard include: multiple Directorship and Advisory Board appointments with the Government of Canada and the Governments of Ontario, British Columbia and Manitoba; and multiple lectureships and visiting professorships with leading universities and hospitals throughout the world.

Dr. Mustard's many awards include: The Heart & Stroke Foundation of Canada Award of Merit, Companion, Order of Canada Officer, Order of Canada, Fellow of the Royal Society of Canada, Royal Bank Award, Member, Order of Ontario, International Society of Thrombosis and Haemostasis Distinguished Career Award, The Canadian High Technology Person of the Year Award, and many others.

Dr. Leslie Laking 1916 -

Leslie Laking was born in Freeport, Ontario and attended the Hamilton Central Collegiate Institute. He graduated from the University of Guelph with a B.S.A. - Ornamental Horticulture degree.

From 1943-45, Leslie served with the R.C.A.F. as a Meteorologist. Upon discharge, he worked as a Soils Specialist with the Province of Ontario. He joined the staff of the Royal Botanical Gardens in 1946, rising to its Directorship in 1954. In 1986, he was appointed Director Emeritus of the RBG.

Honours awarded include: Doctor of Laws - University of Guelph and McMaster University; Order of Canada (C.M.), the Canada Commemorative Medal; the Lawson Medal - the Canadian Botanical Association; Garden Writer's Award - Landscape Ontario; Award of Merit - American Association of Botanical Gardens and Arboreta; Silver Medal - Ontario Horticultural Association; and the Distinguished Agrologist Award - Ontario Institute of Agrologists.

Continuing memberships and affiliations include: the Canadian Botanical Association, the Canadian Iris Society, the Ontario Institute of Agrologists, the Bruce Trail Association, the Canadian Rose Society, the Garden Writers Association of America, the Burlington Horticultural Society, the Federation of Ontario Naturalists, the American Association of Botanical Gardens and Arboreta, and the University of Guelph Senate.

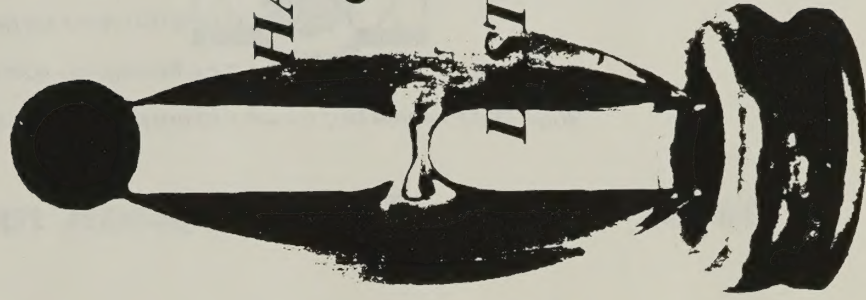
During his tenure, Leslie guided the development of the RBG, both physically and institutionally. In so doing, he has also served as a quiet inspiration to countless thousands who have marveled at the beauty created under the direction of his expert and caring leadership.

Colonel Richard Beasley 1761-1842

Richard Beasley was raised in the Hudson River Valley and came to settle at Burlington Bay in 1790-1. In 1792, he established a grist mill on a stream that descended from the Ancaster hills into Coote's paradise. A sawmill was erected the following year. Beasley was a pioneer western merchant, one of the men who imported settlers' supplies, forwarded agricultural produce to Montreal exporters and speculated in land. He owned several properties.

Colonel Beasley's political career included sitting as a member of the Legislative Assembly of Upper Canada from 1791 to 1804, he was appointed justice of the peace in 1795 and magistrate in 1796. He was elected speaker of the assembly in 1803. As well as receiving civil commissions, by 1809 he had advanced from lieutenant to colonel commanding the 2nd Regiment of York Militia. He did not take part in any engagements during the War of 1812, although he held a number of related similar posts. He led a detachment of militia to look for deserters and absentees in September 1812 and the following year was appointed to head a commission to take charge of the property of those who had fled the province. Beasley joined other prominent Niagara and Gore District men in the Reform movement and was selected as president at their convention of July 1818.

This tombstone in the graveyard of Christ's Church Cathedral called him "the first settler of the Head of the Lake".



HAMILTON GALLERY OF DISTINCTION

.....an invitation.....

HAMILTON GALLERY OF DISTINCTION

Sister Joan O'Sullivan C.S.J. 1922 -

Born in Hamilton, Joan O'Sullivan graduated from Cathedral Girls High School and, subsequently, from the St. Joseph's Hospital School of Nursing. She graduated from the University of Western Ontario, with a Bachelor of Science in Nursing and a Master of Science in Nursing Administration.

She entered the Congregation of the Sisters of St. Joseph of Hamilton in 1946.

In 1979, she was appointed as Executive Director of Hamilton St. Joseph's Hospital. Milestone achievements during her tenure include: construction of a new, 20-bed regional dialysis centre; planning and construction start-up of a \$57 million hospital redevelopment; and, the planning and construction start-up of the St. Joseph's Community Health Centre.

Among the organizations served by Sister Joan throughout her career are: the Ontario Council of Administrators of Teaching Hospitals, the Joint McMaster/Mohawk Teaching Hospitals Liaison Committee, the Good Shepherd Centre and the St. Elizabeth Visiting Nurses' Association.

Sister Joan was honoured locally as Irish Canadian Citizen of the Year in 1987, and Woman of the Year in Health Care in 1990.

Today, she is Assistant General Superior of the Sisters of St. Joseph of Hamilton, and a member of the Board of Directors of the System, a health care organization actively involved in outreach programs in Dominica, Jamaica, Haiti, Romania, Russia, and Uganda.

Dress Optional - Formal or Business Attire

1998 Awards Dinner

Thursday, November 12, 1998

Hamilton Convention Centre

6:00 p.m. Cocktail Reception

7:00 p.m. Dinner

The Hamilton Gallery of Distinction Awards Dinner is an important community event which recognizes and honours prominent present and past citizens who have, by their accomplishments, brought credit to our community. The Gallery holds an annual dinner where tribute is paid to inductees including presentation to them of the prestigious **Hamilton Gallery of Distinction Award** which is shown on the cover of this invitation.

Please join us with your spouse or friend at the fourteenth annual awards dinner where the following inductees will be honoured

Peter Gordon 1920 -

Peter Gordon received his early education in Hamilton. He attended the University of Toronto, graduating in 1943 with a Bachelor of Science degree.

During World War II, Peter served with the Canadian Army in England and Europe. Upon discharge in 1946, he joined The Steel Company of Canada Ltd as a utility man on the boiler shop floor.

As he progressed through supervisory and executive positions in the company, Peter's integrity, insights, and penchant for hard work earned him the respect of colleagues and competitors alike. In 1966, Peter attended an advanced management program at Harvard University in the U.S.

Peter was appointed President of The Steel Company of Canada Limited in 1971. At his retirement in 1985, he held the position of Chairman of Stelco Inc.

Honours received include Officer of the Order of Canada, Distinguished Life Membership Award - the American Society for Metals, the Benjamin F. Fairless Award - American Institute of Mining, Metallurgical & Petroleum Engineers, Human Relations Award - Canadian Council of Christians and Jews, Management Achievement Award - McGill University Faculty of Management, to name just a few.

Currently, Peter serves as Chairman of the Board of Governors of McMaster University, Vice Chairman of the Business Council on National Issues, and as a member of the Alumni Board of Harvard University.

Yes, we will attend the **Hamilton Gallery of Distinction** dinner on November 12th, 1998

Please send _____ tickets at \$65.00 each (including \$4.25 G.S.T.)

_____ table of 10 at \$600.00 each (including \$39.25 G.S.T.)

My cheque for \$ _____ is enclosed

To: **Hamilton Gallery of Distinction**
c/o Catherine Copp
KPMG
Box 976, Hamilton, Ontario
L8N 3R1

TELEPHONE

POSTAL CODE
C.N.T. # 180025512

ADDRESS

COMPANY

NAME

(over)



2

Lillian Ross, M.P.P. Hamilton West

extends sincere congratulations to

HAMILTON PLACE

on the occasion of their

25TH Anniversary

Hamilton Place has made a significant contribution to life in Hamilton in the past 25 years. The exceptionally high quality of entertainment regularly presented has helped to make Hamilton the place to come to see internationally acclaimed stars.

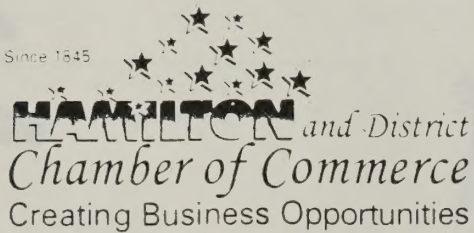
Best wishes for continued success in the future.

Lillian Ross

Lillian Ross, MPP
Hamilton West

September 22, 1998

Since 1645



October 8, 1998

Gabe Macaluso
Hamilton Entertainment & Convention
1 Summers Lane
Hamilton, Ontario
L8P 4Y2

Dear Gabe,

The 1600 members of The Hamilton and District Chamber of Commerce join in a collective cheer of congratulations recognizing your recent Spectator Readers Choice Award.

Please extend this congratulation to your staff for a job well done. It is certainly a testimonial to the quality of your service to your customers and we wish you continued business prosperity in the balance of 1998 and onward.

Sincerely,

John Dolbec
Executive Director

The Hamilton & District
Chamber of Commerce

555 Bay Street North
Hamilton, Ontario
Canada L8P 4H0

Tel: 905-522-1155
Fax: 905-522-1154

E-Mail: info@hamiltonchamber.com



Advisory Committee for Persons with Physical Disabilities

c/o Department of Social Services

119 King Street West, 12th Floor

Hamilton, Ontario

Voice 546-2185

TDD 522-1787

Fax 577-0115

Mailing Address:

P.O. Box 910, Hamilton, Ontario

L8N 3V9

1998 October 13

Mr. Brad Calder
Director of Operations/Events Delivery
Hamilton Entertainment and Convention Facilities Inc.,
101 York Blvd., Hamilton, ON, L8R 3L4

Dear Mr. Calder:

RE: Tour of H.E.C.F.I. Facilities: Regional Advisory Committee for Persons with Physical Disabilities

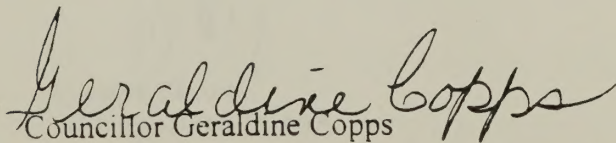
This letter signifies a belated "Thank you" on behalf of the Advisory Committee Members and invited citizens who attended the tour of H.E.C.F.I. facilities June 23, 1998. At our subsequent meeting in September, the Advisory Committee members remarked about your attentiveness to their concerns and willingness to discuss barrier free solutions.

As a follow up to our tour, the Advisory Committee has asked if you might keep them apprised of the status of issues raised, with a schedule for implementing structural changes where possible. Advisory Committee members would also appreciate another tour of facilities as barrier free accommodations are made, perhaps in January or February 1999.

Please advise either Wendy Kowalski or Mary Gallagher when you are able to respond to our requests.

Again, I wish to extend our appreciation for your most courteous attention to our concerns.

Sincerely,


Councillor Geraldine Copps

Chairman, Regional Advisory Committee for
Persons with Physical Disabilities

c.c. / Mr. Gabe Macaluso, Managing Director, CEO
Vice-Chairman & Members, RACPPD



P.O. Box 739 LCD1, Hamilton, ON L8N 3M8 TEL: (905) 522-3863 FAX: (905) 577-8025 Charitable Registration Number: 13115 9543 RR0001

September 17, 1998

Mr. Gabe Macaluso
Managing Director/CEO
Hamilton Entertainment and Convention Facilities Inc.
10 MacNab Street South
Hamilton, ON L8P 4Y3

Dear Gabe:

On behalf of the Hamilton Health Sciences Foundation and the Children's Hospital, I want to thank you for your part in establishing Maple Leaf support for Children's Hospital through the Blue and White challenge. It was an incredible opportunity for both the foundation and the hospital.

The Children's Hospital staff and families had a wonderful evening! People were overjoyed to have a chance to see the Leafs play without ever having to leave Hamilton (and for only \$5).

Gabe, many thanks to you and your staff for your encouragement and support. It is always a pleasure dealing with you.

Sincerely

Hamilton Health Sciences Foundation

A handwritten signature in dark ink, appearing to read "Marg".

Marg Jones
Development Coordinator
Children's Hospital

Hamilton Reps

14 AAA's



1998 September 28

Mr. Gabe Macaluso
C.E.O.
Copps Coliseum

Dear Gabe:

On behalf of the players, coaches and parents we wish to offer a hearty thank you and extend our sincere appreciation for once again providing us with the opportunity to host a 50/50 draw. It was very successful and will go a long way to ensuring a successful season for the players.

We would like to thank all the staff especially Dave Kelly for his assistance. Everyone was pleasant and cordial and this made our job a lot easier.

We are hopeful can we do the same next year.

Once again Gabe thank you from all of us involved with the 14 AAA Rep Hockey Team.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Coralee Secore".

Coralee Secore
Hamilton Reps 14 AAA

3

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Wednesday, September 30, 1998
12:00 Noon
Room 314, Hamilton Convention Centre**

MINUTES

PRESENT:

Alderman T. Anderson, Chair
Alderman B. Charters, First Vice Chair
Mr. G. Kay, Second Vice Chair
Mayor R. Morrow
Alderman R. Corsini
Alderman B. Kelly
Ms. B. Campbell
Mrs. M. Dow
Mr. F. Deys
Mr. W. Ingleby
Mr. S. Monzavi
Mr. J. Nelson
Mr. A. Skrypniak
Mr. P. DeCaria

ALSO PRESENT:

Alderman D. Wilson
Mr. G. Macaluso
Mr. J. Leuser
Mr. B. Calder
Mr. S. Farrauto
Mr. J. Elder
Ms. D. Vivian

GUEST:

Mr. P. Barkwell, Law Division

1. Opening Remarks

Chairman Anderson called the meeting to order at 12:15 p.m. Alderman Anderson expressed his greatfulness that CEO Gabe Macaluso did not injure himself more seriously in his fall yesterday and that he was in attendance, back at work today. Other comments included positive feedback from WWF promoter, Vince McMann about HECFI staff and fans at the recent In-Your-House pay-for-view; Pavarotti is confirmed to appear February 14, 1999 and on sale; Neil Diamond to appear November 16th; the Maple Leafs play an Exhibition Game October 2nd; Alan Jackson appears at Copps Coliseum October 3rd; Hamilton Place will celebrate its 25th anniversary Sunday, October 4th; current financial results reflect a positive trend with revenues being higher than anticipated; and lastly, it was noted that the Bulldogs begin their season October 9th.

A. Operations Committee Fourth Report

The Board received the Operations Committee Fourth Report of 1998. The following recommendations were approved:

HCC: Renovations to/Expansion of the Ellen Fairclough Building Lobby

MOVED by Mr. Skrypniak, seconded by Alderman Corsini that

THE RENOVATIONS TO/EXPANSION OF THE ELLEN FAIRCLOUGH BUILDING LOBBY AS PROPOSED BY THE MINISTRY OF COMMUNITY AND SOCIAL SERVICES, PROVINCE OF ONTARIO, BE APPROVED WITH RESPECT TO THE IMPACT OF SAME ON HECFI'S ABILITY TO OPERATE AND MARKET THE HAMILTON CONVENTON CENTRE; and

THAT THE CITY'S FINANCE AND ADMINISTRATION COMMITTEE BE APPRISED OF HECFI'S CONCURRENCE WITH THE RENOVATIONS PROPOSED.

MOTION CARRIED.

HP: Replacement of Lighting Console and Installation of Dimmer Retrofit Kits :
Acceptance of Tender

MOVED by Mr. Nelson, seconded by Mr. Monzavi that

THE EMERGENCY PURCHASE ORDER ISSUED TO SCENENWORK, GUELPH, ONTARIO FOR THE SUPPLY AND INSTALLATION OF A NEW LIGHTING CONSOLE AND DIMMER RETROFIT KITS IN ACCORDANCE WITH SPECIFICATIONS ISSUED BY THE PURCHASING DIVISION AND, IN THE AMOUNT OF \$104,771.70 EXCLUDING GST, BE RATIFIED.

MOTION CARRIED.

2. Smart Moves Demonstration Project : Copps Coliseum

MOVED by Alderman Corsini, seconded by Mr. Skrypniak that

THE HECFI BOARD OF DIRECTORS FORMALLY EXPRESS ITS CONCERN RESPECTING THE BAY STREET DEMONSTRATION PROJECT PROPOSED BY THE SMART MOVES DEMONSTRATION PROJECT TEAM WITH ATTENTION PLACED ON THE SAFETY OF PATRONS ATTENDING COPPS COLISEUM DURING ENTRANCE TO AND EGRESS FROM EVENTS; IN PARTICULAR WHILE UNLOADING BUSES AND OTHER VEHICLES AT THE ENTRANCE AND ADJACENT TO COPPS COLISEUM AND THE SUBSEQUENT TRAFFIC PROBLEMS WHICH MAY RESULT.

MOTION CARRIED. Mayor Robert Morrow and Mr. Gene Kay opposed the motion.

The Board expressed its concern that altering the flow of traffic on Bay Street to accommodate two-way traffic could create unsafe conditions for visitors to Copps Coliseum. Vehicles could then conceivably stop to unload passengers on either side of the street which would result in a stoppage of southbound traffic and reduced flow in northbound traffic. Patrons of Copps Coliseum (which include the elderly and young children) crossing the street would be challenged by two different flows of traffic.

Adding to the congestion would be vehicles attempting to make right-hand turns from York Blvd. to Bay Street. It is conceivable that the right-hand lane on York Blvd. could be used by vehicles for unloading and loading passengers (instead of using Bay Street), thereby backing up traffic leading from Highway 403.

The Director of Operations/Events Delivery reported that a representative from the Traffic Engineering and Operations Division has been invited to attend the Saturday event at Copps Coliseum in order to witness the flow of both pedestrian and vehicular traffic around the vicinity of the facility.

B. Community Dinner: Tribute to Morgan Firestone, Thursday, October 22, 1998 – Carmen's Banquet Centre

MOVED by Alderman Kelly, seconded by Mr. Ingleby that

THE BOARD PURCHASE TWO TICKETS AT A COST OF \$300. TO THE SURPRISE TRIBUTE TO MORGAN FIRESTONE THURSDAY, OCTOBER 22, 1998 AT CARMEN'S BANQUET CENTRE.

MOTION CARRIED.

C. Community Dinner: The Neuro Oncology Foundation – A String of Pearls
Gala, October 2, 1998, Carmen's Banquet Centre

MOVED by Alderman Charters, seconded by Ms. Campbell that

**THE BOARD PURCHASE TWO TICKETS AT A COST OF \$300. TO THE STRAND
OF PEARLS GALA HOSTED BY THE NEURO ONCOLOGY FOUNDATION IN
SUPPORT OF ITS FUND RAISING DRIVE TO BE HELD FRIDAY, OCTOBER 2,
1998 AT CARMEN'S BANQUET CENTRE.**

MOTION CARRIED.

2. Correspondence

Nil

3. Minutes of Regular Meeting Held June 24, 1998

MOVED by Mr. Deys, seconded by Mr. Kay that

**THE MINUTES OF THE REGULAR MEETING HELD JUNE 24, 1998 BE
APPROVED.**

MOTION CARRIED.

4. Business Arising From the Minutes

4. Reports

4.1 Financial Summary for the Eight Month Period Ended August 31, 1998

The Board received the Financial Summary for the Eight Month Period Ended August 31, 1998. The Director of Finance and Administration reviewed the results citing a significant improvement during the past three months due mainly to higher than anticipated revenue being generated at all three facilities.

Power Play (the television series being filmed at Copps Coliseum) has contributed significantly to increased revenues. A pre-screening will take place October 14th at Copps Coliseum with the series premiering on CTV October 15th. There is speculation that the series will be continued if the pilot is successful. Positive feedback has been provided by producers respecting HECFI staff and facilities.

5. Private and Confidential

MOVED by Alderman Charters, seconded by Mr. DeCaria that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 1:00 P.M.

MOTION CARRIED.

MOVED by Mr. Kay, seconded by Alderman Charters that

THE IN-CAMERA SESSION BE ADJOURNED AT 1:20 P.M.

MOTION CARRIED.

The following recommendations were carried :

Performance Appraisal : Managing Director/CEO

MOVED by Alderman Charters, seconded by Mr. Skrypniak that

THE PERFORMANCE APPRAISAL FOR THE MANAGING DIRECTOR/CEO BE APPROVED; and

THAT A MERIT INCREASE OF 4.25 PERCENT BE AWARDED EFFECTIVE AUGUST 14, 1998.

MOTION CARRIED.

The Bach Elgar Choral Society – Office Rent/Repayment Schedule

MOVED by Mr. Monzavi, seconded by Mr. Ingleby that

THE FOLLOWING BACH-ELGAR CHORAL SOCIETY PROPOSAL BE APPROVED:

A) COMMENCING OCTOBER 1, 1998 HECFI WOULD:

- (i) APPLY \$200. OF EACH MONTHLY OFFICE RENT PAYMENT OF \$579.85 AS A REDUCTION TO THE SOCIETY'S OUTSTANDING DEBT TO HECFI WHICH, AT AUGUST 31, 1998, HAS A BALANCE OF \$5,086.55; and**
- (ii) DISCONTINUE CHARGING INTEREST ON THE SOCIETY'S OUTSTANDING DEBT PROVIDED THAT MONTHLY PAYMENTS CONTINUE TO BE RECEIVED BY HECFI; and**

- B) THAT ALL FUTURE ACCOUNTS RECEIVABLE BILLINGS FOR SERVICES OTHER THAN OFFICE RENT WILL BE PAID WITHIN THIRTY (30) DAYS OF THE INVOICE DATE.

MOTION CARRIED.

6. New Business

7. Other Business

7.1 Copps Coliseum : Ice Making : Central Utilities Plant

Alderman Kelly raised the issue of the "sweating" ice difficulties encountered during the Maple Leaf's Exhibition Games September 16th and 19th. It was noted that HECFI management and staff have limitations respecting the methodology undertaken by the Central Utilities Plant in its approach and response to the requirements of the HECFI facilities. The CEO reported that in its review of the events, the Operations Committee agreed that a feasibility study be considered regarding the transfer to HECFI from the Central Utilities Plant of responsibility for the HECFI facilities hydro/electrical and mechanical requirements. It was recognized that this could only be considered once The City of Hamilton's reorganization has been complete (and the division responsible for CUP is named).

It was suggested that as a public relations gesture to the hockey players who experienced the bad ice conditions, a token of HECFI's goodwill be sent to the dressing room for the next game; i.e. fruit basket.

7.2 Hamilton Place 25th Anniversary : *Hamilton On Stage*

Board Members were reminded that on Sunday, October 4th Hamilton Place will celebrate its 25th anniversary. Mr. Ron Joyce will host a private reception at the Convention Centre followed by a *Hamilton On Stage* concert in the Great Hall. Mr. Joyce will formally present Mayor Morrow with his \$5,000,000. donation to the City specifically designated to Hamilton Place.

8. Date of Next Meeting

Wednesday, October 28, 1998

9. Adjournment

The meeting adjourned at 1:30 p.m.

TAKEN AS READ AND APPROVED

Alderman T. Anderson, Chair

Patricia Bennett, Secretary



Financial Summary
For The Nine Month Period Ended September 30, 1998

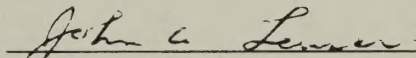
Actual Results For The Nine Month Period Ended September 30, 1997		(1) Budget	(2) Actual	(3) Favourable <Unfavourable> Budget Variance
\$5,348,879	Revenue	\$4,875,750	\$5,033,635	\$157,885
<u>6,970,459</u>	Expenses	<u>6,823,445</u>	<u>7,003,559</u>	<u><180,114></u>
	Excess of Expenses			
<u>\$1,621,580</u>	Over Revenue From Operations	<u>\$1,947,695</u>	<u>\$1,969,924</u>	<u>\$ <22,229></u>

Comments:

HECFI's municipal contribution was over-expended by \$22,229 (see row 3, column 3 above) for the nine month period ended September 30, 1998. This represents an increase of \$14,650 in the over-expended amount that was reported to you last month for the eight month period ended August 31, 1998.

The unfavourable results for the month and the nine month period arose primarily as a result of actual cleaning and maintenance costs exceeding budget.

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.


Mr. John A. Leuser, C.A.
Director of Finance and Administration

20 October 1998

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES

Page 1

	(1) Annual 1998 Budget	(2) Budgeted Operating Results For The Nine Month Period Ended September 30, 1998	(3) Actual Operating Results For The Nine Month Period Ended September 30, 1998	(4) Amount Favourable/ (Unfavourable) Budget Variance	(5) % Favourable/ (Unfavourable) Budget Variance	(6) Actual Operating Results For The Nine Month Period Ended September 30, 1997
REVENUE						
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,289,120	\$995,100	\$1,019,057	\$23,957	2.4%	\$1,019,660
OTHER RENTALS	478,910	351,328	317,802	(33,526)	-9.5%	331,625
FOOD, BEVERAGE AND CONCESSIONS	2,343,720	1,485,607	1,557,516	71,909	4.8%	1,824,884
RECOVERIES	2,548,340	1,581,249	1,662,349	81,100	5.1%	1,696,794
BOX OFFICE	390,200	281,872	284,300	2,428	0.9%	279,032
OTHER	327,350	180,594	192,611	12,017	6.7%	196,884
TOTAL REVENUE	\$7,377,640	\$4,875,750	\$5,033,635	\$157,885	3.2%	\$5,348,879
EXPENSES BY DEPARTMENT / SECTION						
OPERATIONS-ADMINISTRATION	\$259,910	\$196,037	\$201,495	(\$5,458)	-2.8%	\$215,477
FOOD AND BEVERAGE	1,791,150	1,186,249	1,277,742	(91,493)	-7.7%	1,402,053
EVENTS DELIVERY	2,618,950	1,749,571	1,855,351	(105,780)	-6.0%	2,019,704
BUILDING OPERATIONS	1,654,570	1,235,603	1,283,228	(47,625)	-3.9%	1,196,888
MARKETING AND PROMOTION	1,691,840	1,187,608	1,127,604	60,004	5.1%	978,445
ADMINISTRATION-CEO/BOARD	434,930	329,914	324,650	5,264	1.6%	312,145
PROFESSIONAL FEES	33,630	25,227	22,617	2,610	10.3%	26,015
FINANCE AND ADMINISTRATION	686,450	539,219	512,334	26,885	5.0%	478,191
BOX OFFICE	390,200	304,753	330,071	(25,318)	-8.3%	272,664
INSURANCE	92,360	69,264	68,467	797	1.2%	68,877
TOTAL EXPENSES	\$9,653,990	\$6,823,445	\$7,003,559	(\$180,114)	-2.6%	\$6,970,459
EXCESS OF EXPENSE OVER REVENUE FROM OPERATIONS	\$2,276,350	\$1,947,695	\$1,969,924	(\$22,229)	-1.1%	\$1,621,580
CONTRIBUTION FROM THE CITY	\$2,276,350	\$1,947,695	\$1,947,695	\$0	0.0%	\$1,843,931
UNDER (OVER) EXPENDED MUNICIPAL CONTRIBUTION	\$0	\$0	(\$22,229)	(\$22,229)	0.0%	\$222,351

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

CAY ON HB2 V89
A35
1998

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, November 25, 1998

12:00 Noon

Lunch Served at 11:30 a.m.

Hamilton Convention Centre – Room 314

ORDER OF BUSINESS

URBAN MUNICIPAL

NOV 30 1998

GOVERNMENT DOCUMENTS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

REGULAR BUSINESS ACTION ITEMS

- | | | |
|----|---|--------------|
| A. | OPERATIONS COMMITTEE FIFTH REPORT | Attachment A |
| B. | MARKETING & SALES COMMITTEE SECOND REPORT | Attachment B |
| C. | COMMUNITY DINNER : The Annual B'Nai B'rith Sports Celebrity Dinner
February 1 st , 1999, Hamilton Convention Centre | Attachment C |

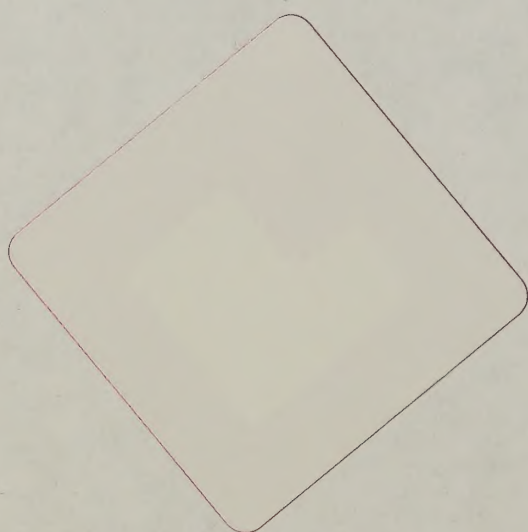
INFORMATION ITEMS

- | | | |
|-----|--|--------------------------|
| 2. | Correspondence | Attachment 2 |
| 3. | Minutes of Regular Meeting Held October 28, 1998 | Attachment 3 |
| | 3.1 Errors or Omissions | |
| | 3.2 Motion for Approval | |
| 4. | Business Arising from the Minutes | |
| 5. | Reports | |
| | 5.1 Financial Summary for the Ten Month
Period Ended October 31, 1998 | Attachment 5.1 |
| 6. | Private and Confidential | |
| 7. | New Business | |
| 8. | Other Business | |
| 9. | Date of Next Meeting: | At the Call of the Chair |
| 10. | Adjournment | |

OUTSTANDING BUSINESS

- | | |
|-------|--|
| (i) | Results of Comprehensive Study : Parking Facilities Adjacent to HECFI Facilities |
| (ii) | Ronald V. Joyce Donation : Interest Earned |
| (iii) | Opera Hamilton : Advance Bookings |
| (iv) | Forevergreen |
-

November 20, 1998
Patricia Bennett
Legislative Assistant



A

OPERATIONS COMMITTEE FIFTH REPORT OF 1998

The Operations Committee presents the **FIFTH** Report of 1998 from its meeting held November 18, 1998 and respectfully requests approval of the following recommendations:

1. Agreement Between Hamilton Entertainment and Convention Facilities Inc. and the Hamilton Musicians Guild, Local 293

THAT THE AGREEMENT BETWEEN H.E.C.F.I. AND THE HAMILTON MUSICIANS GUILD WHICH EXPIRED 1998 AUGUST 31, BE RENEGOTIATED TO INCORPORATE THE FOLLOWING REVISIONS TO THE TERMS AND CONDITIONS STIPULATED THEREIN:

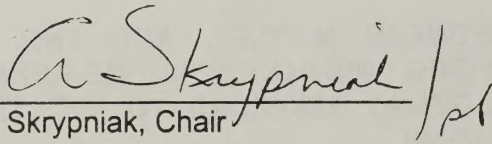
- A) THE TERM OF THE AGREEMENT BE THREE (3) YEARS, COMMENCING 1998 DECEMBER 1 AND TERMINATING 2001 NOVEMBER 30; and**
- B) THAT THE SCHEDULE OF FEES BE INCREASED BY 3%, 1% AND 0% IN THE FIRST, SECOND AND THIRD YEARS OF THE AGREEMENT RESPECTIVELY EFFECTIVE 1998 DECEMBER 1; and**
- C) THAT THE GUARANTEED MINIMUM EXPENDITURE TO LOCAL 293 MUSICIANS OVER THE COMPLETE THREE (3) YEAR TERM OF THE AGREEMENT SHALL BE ESTABLISHED AT \$50,000; and**
- D) THAT THE H.E.C.F.I. CONTRIBUTION OF 7% OF THE MINIMUM BASIC FEES FOR ALL SERVICES OF MUSICIANS COVERED BY THE AGREEMENT (INCLUDING OVERTIME) TO THE AMERICAN FEDERATION OF MUSICIANS AND THE EMPLOYEES PENSION PLAN WELFARE FUND (CANADA), BE EXPANDED TO INCLUDE MUSICIANS WORKING FOR H.E.C.F.I. AT THE HAMILTON CONVENTION CENTRE AND COPPS COLISEUM; and**
- E) THAT THE MEAL ALLOWANCE PAID TO MUSICIANS, WHEN TWO PERFORMANCES OR A REHEARSAL AND A PERFORMANCE ARE HELD IN HAMILTON PLACE ON THE SAME DAY, AND A MEAL BREAK OF AT LEAST ONE AND ONE HALF HOURS BETWEEN THE DISMISSAL OF THE FIRST SERVICE AND THE CALL TIME FOR THE SECOND SERVICE CANNOT BE AFFORDED, BE INCREASED FROM \$8.00 TO \$10.00 FOR EACH MUSICIAN.**

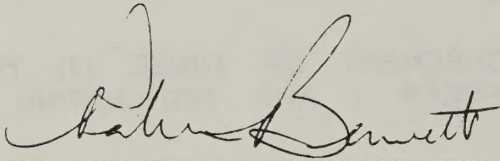
2. Hamilton Convention Centre – Construction of Beverage Service Areas: Acceptance of Tender

THAT THE TENDER SUBMITTED BY LANCING CONSTRUCTION TO CONSTRUCT NEW, PERMANENT BEVERAGE SERVICE AREAS IN THE

ALBION AND WEBSTER LOUNGES OF THE HAMILTON CONVENTION
CENTRE, IN THE TOTAL AMOUNT OF \$88,275. INLCUDING GST, BE
ACCEPTED AND THAT THIS EXPENDITURE BE CHARGED TO CAPITAL
BUDGET ACCOUNT NO. CF 5200 929741043.

Respectfully submitted


Andy Skrypniak, Chair


Patricia Bennett, Secretary

B

MARKETING & SALES COMMITTEE SECOND REPORT OF 1998

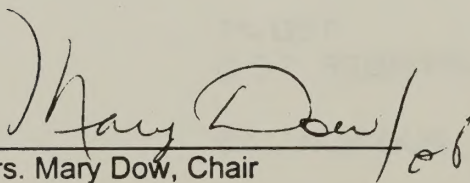
The Marketing & Sales Committee presents its **SECOND** Report of 1998 from its meeting held November 19, 1998 and respectfully requests approval of the following recommendation:

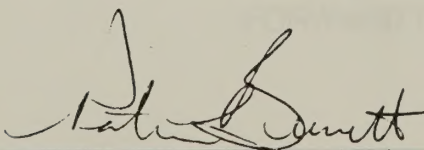
1. Copps Coliseum : Display Advertising

THAT THE AGREEMENT WITH NEON PRODUCTS LTD. AS EXCLUSIVE SALES AGENT FOR INTERIOR DISPLAY ADVERTISING SALES AT COPPS COLISEUM BE RENEWED FOR A ONE (1) YEAR PERIOD COMMENCING DECEMBER 1, 1998; and

THAT A CONTRACTUAL AGREEMENT BE DEVELOPED IN CONSULTATION WITH THE SOLICITORS FOR THE CITY OF HAMILTON IN ACCORDANCE WITH THE TERMS AND CONDITIONS IN THIS REPORT.

Respectfully submitted,


Mrs. Mary Dow, Chair


Patricia Bennett, Secretary

C

MEMO TO:

H.E.C.F.I. BOARD OF DIRECTORS

FROM:

Gabe Macaluso
Managing Director/CEO:

DATE:

November 20, 1998

SUBJECT:

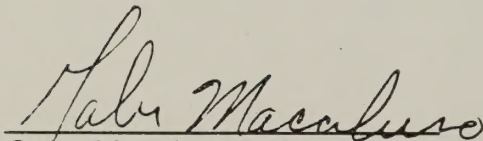
**COMMUNITY DINNER :
Annual B'nai B'rith Sports Celebrity Dinner
February 1st, 1998, Hamilton Convention Centre**

RECOMMENDATION:

THAT THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN AT A COST NOT TO EXCEED \$1070. TO THE ANNUAL B'NAI B'RITH SPORTS CELEBRITY DINNER TO BE HELD AT THE HAMILTON CONVENTION CENTRE FEBRUARY 1ST, 1999.

BACKGROUND:

- Historically, the HECFI Board has had a presence at the annual B'nai B'rith Sports Celebrity Dinner which is held at the Convention Centre.
- Funds will be provided in the 1999 Operating Budget for this event.



Gabe Macaluso
Managing Director/CEO



SPORTS CELEBRITY DINNER Viceroy Reading Lodge

Number 886, Hamilton, Ontario, Canada
48th Annual Sports Night - Monday, February 1st, 1999
Hamilton Convention Centre

All correspondence to: Stephen Foster, c/o New Horizon Homes,
69 John Street South, Suite 310,
Hamilton, ON L8N 2B9

HONORARY CHAIRMAN
AND FOUNDER
Saul Smurlick

COMMITTEE
HALL OF FAME
Paul Hanover

CHAIRMAN
Stephen Foster

COMMITTEE
Gord Zack
Leslie Levitt
Cuppy Katz
Jeff Paikin
Jay Rosenblatt
Marvin Cohen
Ira Cowitz
Gary Waxman
Don Edwards
Loren Lieberman
Ian Yanover
Richard Levy
Harvey Katz
Jeff Levy
Howard Eisenberg
Barry Katzman
Darren Richarz
George McCarter

INVOICE

TO: HECFI
101 York Street
Hamilton, On L8A 3L4

Attn: Ms. Pat Bennett

RE: INVOICE FOR B'NAI BRITH SPORTS DINNER

10 TICKETS @ \$100.00 PER SEAT _____ \$1000

Ticket # 1151-1160

7% GST _____ \$70
G.S.T. REGISTRATION #R125285643

BALANCE DUE _____ \$1070

PLEASE MAKE CHEQUE PAYABLE TO B'NAI BRITH AND
FORWARD TO:

STEPHEN FOSTER
624 Wilene Court
BURLINGTON, ONTARIO L7L 2B5

IN MEMORY OF BARRY FOSTER

2.

NOV 1 1998



TORONTO MUTUAL LIFE INSURANCE COMPANY

3050 Harvester Road, Suite # 202, Burlington, Ontario L7N 3J1

ROB BABOTH

Brokerage Manager - Southwestern Ontario

October 26, 1998

To: Gabe Macaluso

cc: Tim Tuct

Dear Gabe,

Thanks for giving us the use of your box on Friday October 16th to watch the Hamilton Bulldogs. Both Joe and Jason has a fabulous time. As you are aware both Joe and Jay have Cystic Fibrosis and both are on the transplant list. This is the first time both of the boys attended an event with their Mother.

This will be something that this family will remember for the rest of their lives and you made it possible. Thank you.

Much appreciated,

Rob Baboth
Project Evaluation
Rotary Club Hamilton Mountain

Joe Finch

Jason Finch

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Wednesday, October 28, 1998
12:00 Noon
Room 314, Hamilton Convention Centre**

MINUTES

PRESENT:

Alderman T. Anderson, Chair
Alderman B. Charters, First Vice Chair
Mr. G. Kay, Second Vice Chair
Alderman R. Corsini
Alderman B. Kelly
Mrs. M. Dow
Ms. B. Campbell
Mr. F. Deys
Mr. S. Monzavi
Mr. W. Ingleby
Mr. A. Skrypniak
Mr. P. DeCaria

ALSO PRESENT:

Mr. G. Macaluso
Mr. J. Leuser
Mr. B. Calder
Mr. S. Farrauto
Mr. J. Elder
Ms. D. Vivian

REGRETS:

Mayor R. Morrow
Mr. J. Nelson

1. Opening Remarks

HECFI Chair, Terry Anderson, called the meeting to order at 12:10 p.m. Included in his remarks Alderman Anderson congratulated Gabe and staff for their work in helping to create activity in the HECFI facilities. He noted that Reba tickets, selling at \$65.50, have sold over 10,000 already; Neil Diamond has surpassed numbers sold at Copps Coliseum during the comparable "on-sale" time frame in Buffalo and Toronto; Pavarotti has surpassed \$1 million in ticket sales; the premier showing of PowerPlay was terrific – producers are extremely happy with staff and have stated that if the series continues, Copps will be the permanent site; over 1,900 patrons enjoyed Stompin Tom Connors at Hamilton Place; and that favourable comments are still being received concerning the 25th anniversary celebrations at Hamilton Place.

A. Community Dinner : Hamilton Gallery of Distinction, November 12, 1998, Hamilton Convention Centre

The Board reviewed management's October 22nd report. It was

MOVED by Alderman Charters, seconded by Mrs. Dow that

THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN AT A COST NOT TO EXCEED \$600. TO THE ANNUAL GALLERY OF DISTINCTION INDUCTEES DINNER TO BE HELD AT THE HAMILTON CONVENTION CENTRE NOVEMBER 12, 1998.

MOTION CARRIED.

2. Correspondence

The Board received correspondence from The Honourable Lillian Ross expressing congratulations upon the 25th anniversary of Hamilton Place; John Dolbec the Executive Director of the Chamber of Commerce extending congratulations on HECFI's receipt of the Spectator Readers Choice Award; Alderman Geraldine Copps thanking management for its courtesy extended to the Regional Advisory Committee for Persons with Physical Disabilities; and Hamilton Health Sciences Development Co-ordinator, Marg Jones, expressing appreciation to the CEO for his assistance in establishing Maple Leaf (hockey club) support for the Children's Hospital. It was

MOVED by Mr. Deys, seconded by Mr. Monzavi that

CORRESPONDENCE INCLUDED IN ATTACHMENT 2 BE RECEIVED.

MOTION CARRIED.

3. Minutes of Regular Meeting Held September 30, 1998

MOVED by Mr. Skrypniak, seconded by Mr. Kay that

THE MINUTES OF THE REGULAR MEETING HELD SEPTEMBER 30, 1998 BE RECEIVED.

MOTION CARRIED.

4. Business Arising from the Minutes

4.1 CC: Chillers/Central Utilities Plant

The Director of Operations/Events Delivery reported that difficulties had again been experienced with the smaller 80 tonne chiller at Copps Colsieum – this occurrence resulting from electrical problems in the starter control panel for the motor. It was learned that the Central Utilities Plant had purchased a new starter control panel in 1997 but until this occurrence, did not believe it was necessary to install it. The work is now scheduled to take place the latter portion of November when the ice is covered for events. CUP has arranged for a stand-by unit should it be required.

4.2 Lloyd D. Jackson Square

The Director of Operations/Events Delivery reported that Mr. Wong of the City's Building Department has advised that a permit will be provided to managers of the Lloyd D. Jackson Square for the closure of the western portion of the mall. However, the City's Law Department has been requested to review the issuance taking into consideration the impact of such a closure to the HECFI facilities.

5. Reports

5.1 Financial Summary for the Nine Month Period Ended September 30, 1998

The Director of Finance and Administration presented the report, Financial Summary for the Nine Month Period Ended September 30, 1998, explaining that the over-expended municipal contribution in the amount of \$22,229 arose primarily as a result of actual cleaning and maintenance costs exceeding budget. These costs were due mainly to the extra measures taken at Hamilton Place in preparation of the 25th anniversary celebrations.

To Mr. Kay's query concerning the account which the Ron Joyce donation cheque had been deposited to, the Director of Finance and Administration advised that it had been deposited to one of the City of Hamilton's suspense, interest earning bank accounts. Discussion regarding the interest earned on the donation resulted in the Board's direction to management that the CEO and Director of Finance and Administration meet with the City Treasurer to negotiate the highest interest rate possible. Mr. Leuser further explained that City Council has yet to approve the establishment of a separate reserve account for the donation.

It was clarified that the terms of the donation specify all funds must be expended on maintenance and/or improvement(s) to Hamilton Place. Annual audited statements will declare the funds expended, but will not identify the projects. The Board will be apprised of future projects through the Ten Year Capital Budget Programme.

The CEO noted, for the information of the Board, that costs incurred for new signage at Hamilton Place were assumed by Mr. Joyce's companies. It was

MOVED by Ms. Campbell, seconded by Mr. Ingleby that

THE FINANCIAL SUMMARY FOR THE NINE MONTH PERIOD ENDED SEPTEMBER 30, 1998 BE RECEIVED.

MOTION CARRIED.

6. Private and Confidential

MOVED by Mr. Ingleby, seconded by Alderman Corsini that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 12:30 P.M.

MOTION CARRIED.

MOVED by Mr. DeCaria, seconded by Alderman Charters that

THE IN-CAMERA SESSION BE ADJOURNED AT 1:05 P.M.

MOTION CARRIED.

7. New Business

Nil

8. Other Business

Nil

9. Date of Next Meeting

Consensus was that Regular Meetings of the Board should continue to be scheduled the last Wednesday of the month at Noon. The next meeting is scheduled to take place Wednesday, November 25, 1998.

10. Adjournment

The meeting adjourned at 1:06 p.m.

TAKEN AS READ AND APPROVED

Alderman T. Anderson, Chair

Patricia Bennett, Secretary

5.1



Hamilton
Entertainment
and Convention
Facilities Inc.

Financial Summary For The Ten Month Period Ended October 31, 1998

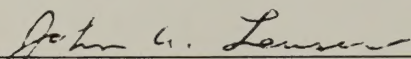
Actual Results For The Ten Month Period Ended October 31, 1997		(1) <u>Budget</u>	(2) <u>Actual</u>	(3) Favourable <Unfavourable> <u>Budget Variance</u>
\$6,008,471	Revenue	\$5,778,984	\$5,914,432	\$135,448
<u>7,916,601</u>	Expenses	<u>7,766,588</u>	<u>7,886,716</u>	<u><120,128></u>
	Excess of Expenses			
<u>\$1,908,130</u>	Over Revenue From Operations	<u>\$1,987,604</u>	<u>\$1,972,284</u>	<u>\$ 15,320</u>

Comments:

HECFI's municipal contribution was under-expended by \$15,320 (see row 3, column 3 above) for the ten month period ended October 31, 1998. This represents a decrease of \$37,549 in the over-expended amount that was reported to you last month for the nine month period ended September 30, 1998.

The favourable results for the month and the ten-month period arose primarily as a result of attaining higher than budgeted activity levels at Copps Coliseum and The Ronald V. Joyce Centre for the Performing Arts at Hamilton Place.

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.


 Mr. John A. Leuser, C.A.
 Director of Finance and Administration

17 November 1998

**THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES**

	Budgeted			Actual		
	Operating Results For The Ten Month Period Ended October 31, 1998	Operating Results For The Ten Month Period Ended October 31, 1998	Operating Results For The Ten Month Period Ended October 31, 1998	Operating Results For The Ten Month Period Ended October 31, 1997		
	(1)	(2)	(3)	(6)		
REVENUE						
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,289,120	\$1,150,430	\$1,219,869	\$69,439	6.0%	\$1,049,086
OTHER RENTALS	478,910	399,710	356,484	(43,226)	-10.8%	372,786
FOOD, BEVERAGE AND CONCESSIONS	2,343,720	1,768,497	1,760,335	(8,162)	-0.5%	2,079,122
RECOVERIES	2,548,340	1,916,478	1,998,812	82,334	4.3%	1,956,329
BOX OFFICE	390,200	328,630	342,675	14,045	4.3%	305,974
OTHER	327,350	215,239	236,257	21,018	9.8%	245,174
TOTAL REVENUE	\$7,377,640	\$5,778,984	\$5,914,432	\$135,448	2.3%	\$6,008,471
EXPENSES BY DEPARTMENT / SECTION						
OPERATIONS-ADMINISTRATION	\$259,910	\$217,337	\$224,482	(\$7,145)	-3.3%	\$242,906
FOOD AND BEVERAGE	1,791,150	1,382,445	1,428,638	(46,193)	-3.3%	1,583,402
EVENTS DELIVERY	2,618,950	2,058,164	2,162,657	(104,493)	-5.1%	2,325,121
BUILDING OPERATIONS	1,654,570	1,372,610	1,414,571	(41,961)	-3.1%	1,354,896
MARKETING AND PROMOTION	1,691,840	1,340,350	1,277,695	62,655	4.7%	1,100,958
ADMINISTRATION-CEO/BOARD	434,930	364,956	360,727	4,229	1.2%	381,709
PROFESSIONAL FEES	33,630	28,030	23,753	4,277	15.3%	28,373
FINANCE AND ADMINISTRATION	686,450	588,298	558,307	29,991	5.1%	537,142
BOX OFFICE	390,200	337,438	360,120	(22,682)	-6.7%	305,569
INSURANCE	92,360	76,960	75,766	1,194	1.6%	76,525
TOTAL EXPENSES	\$9,653,990	\$7,766,588	\$7,886,716	(\$120,128)	-1.5%	\$7,916,601
EXCESS OF EXPENSE OVER REVENUE FROM OPERATIONS	\$2,276,350	\$1,987,604	\$1,972,284	\$15,320	0.8%	\$1,908,130
CONTRIBUTION FROM THE CITY	\$2,276,350	\$1,987,604	\$1,987,604	\$0	0.0%	\$1,962,632
UNDER (OVER) EXPENDED	\$0	\$0	\$15,320	\$15,320	0.0%	\$54,502
MUNICIPAL CONTRIBUTION						

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

CA4 ON HBL V89
A35
1998

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS



Wednesday, December 16, 1998
5:30 p.m.
Hamilton Convention Centre – Webster C
Reception in Room 314 at 5:30 p.m.
Dinner Served at 6:30 p.m.

ORDER OF BUSINESS

URBAN MUNICIPAL

DEC 22 1998

GOVERNMENT DOCUMENTS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

REGULAR BUSINESS ACTION ITEMS

- A. *Purchasing Policy*
B. *Business Travel, Seminar and Conference Attendance Policy*
C. *Closing of Capital Projects Accounts*

Attachment A
Attachment B
Attachment C

INFORMATION ITEMS

2. Correspondence
3. Minutes of Regular Meeting Held November 25, 1998
- 3.1 Errors or Omissions
3.2 Motion for Approval
4. Business Arising from the Minutes
5. Reports
- 5.1 Financial Summary for the Eleven Month
Period Ended November 30, 1998
6. Private and Confidential
7. New Business
8. Other Business
9. Date of Next Meeting: Wednesday, January 27, 1999
10. Adjournment

Attachment 2

Attachment 3

Circulated At
Meeting

OUTSTANDING BUSINESS

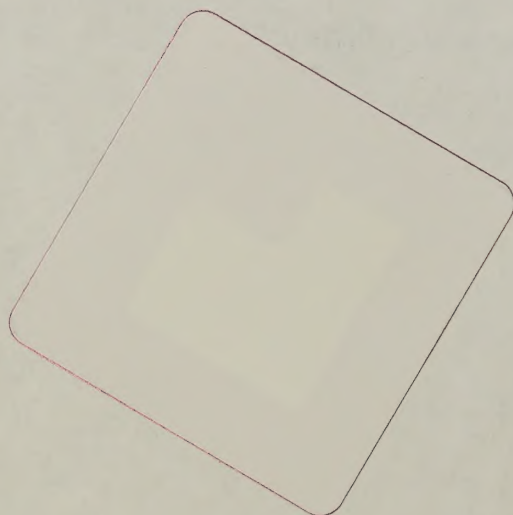
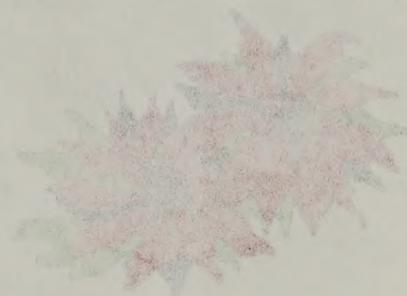
- (i) Results of Comprehensive Study : Parking Facilities Adjacent to HECFI Facilities

December 10, 1998
Patricia Bennett
Legislative Assistant

1970-71

1970-71

1970-71





Hamilton
Entertainment
and Convention
Facilities Inc.

A

FOR ACTION

MEMO TO: HECFI BOARD OF DIRECTORS

FROM: Mr. G. Macaluso
Managing Director/CEO

Mr. J. A. Leuser, C.A.
Director of Finance and Administration

DATE: 04 December 1998

SUBJECT: PURCHASING POLICY

RECOMMENDATION:

THAT THE PURCHASING POLICY, AS ATTACHED, WHICH WAS ADOPTED IN NOVEMBER, 1998 BY THE CITY OF HAMILTON AND REGION OF HAMILTON-WENTWORTH BE APPROVED BY HECFI WITH THE FOLLOWING AMMENDMENTS:

ALL REFERENCES (WHERE APPLICABLE) MADE TO:

- (i) THE CITY/REGION IS TO BE REPLACED WITH HECFI;**
- (ii) THE COUNCIL IS TO BE REPLACED WITH THE HECFI BOARD;**
- (iii) THE CITY MANAGER IS TO BE REPLACED WITH THE MANAGING DIRECTOR/C.E.O; AND**
- (iv) GENERAL MANAGER IS TO BE REPLACED WITH HECFI MANAGEMENT DIRECTOR.**

FINANCIAL IMPLICATIONS:

Purchases to be made under this policy are conditional upon the availability of funds in the capital and/or operating budgets.

BACKGROUND:

City Council at its meeting held November 24, 1998 approved the attached Purchasing Policy. Regional Council also approved this policy on November 17, 1998.

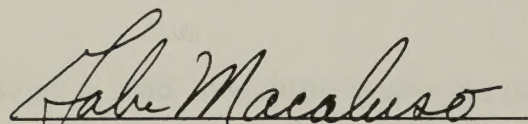
HECFI management recommends immediate adoption of this policy, since HECFI and the City have always adhered to the same Purchasing Policy.

Two major changes to the current purchasing policy for HECFI are proposed. The first relates to the level of authority to be delegated to staff by the Board. The current and proposed levels of delegated authority are shown below:

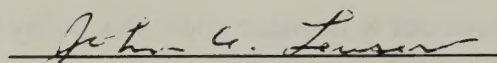
Levels of Delegated Authority

Authority Level	Current	Proposed
Board	Over \$60,000	Over \$150,000
Managing Director/C.E.O. and either of the Chairman of the Board or Chairman of the applicable Standing Committees	\$31,001 - \$60,000	N/A
Managing Director/C.E.O.	\$19,001 - \$31,000	\$60,001 - \$150,000
Management Directors	Up to \$19,000	Up to \$60,000

The second major change to the current purchasing policy for HECFI relates to the inclusion of legal, insurance and arbitration settlements, which were previously not covered under this policy. These are included under levels of delegated authority to allow staff to deal with such items more efficiently and on a more timely and efficient basis.



Mr. Gabe Macaluso
Managing Director/C.E.O.



Mr. John A. Leuser, C.A.
Director of Finance and Administration

JAL:he

Attachment

**CITY/REGION OF HAMILTON WENTWORTH
PURCHASING POLICY # 1
PRINCIPLES**

The Purchasing Policy is guided by the following principles to ensure a minimum standard of performance for Purchasing.

1. Procure the necessary quality and quantity of goods and services in an efficient, timely and cost effective manner, while maintaining the controls necessary for a public institution.
2. Encourage the most open bidding process practicable for the acquisition and disposal of goods and services.
3. Ensure the maximum value of an acquisition is obtained by determining the total cost of performing the intended function over the lifetime of the task. This may include, but not be limited to, acquisition cost, disposal value, disposal cost, training cost, maintenance cost, quality of performance and environmental impact.
4. Procure goods and services with due regard to our commitment to encourage the use of "environmentally friendly" products and services.
5. Follow the guidelines set out in the code of ethics established by the Ontario Public Buyers Association and the City/Region's Code of Conduct by-law.
6. Ensure that maximum value is obtained when disposing of surplus goods.
7. Preference shall be given to local suppliers where all bids offered for consideration are deemed equal.
8. Subject to all applicable City/Region policies and by-laws, any specific provisions of the Municipal Act, or other relevant legislation.

CITY/REGION OF HAMILTON WENTWORTH PURCHASING POLICY # 2 RESPONSIBILITIES

All goods and services are to be acquired in accordance with this policy.

The Purchasing Team as part of the Finance Department will provide support to City/Region staff and act as the City/Region's agents authorized to form contractual agreements with vendors for purchases requiring purchase orders. The Purchasing team will:

- Issue Purchase Orders/Agreements
- Be responsible for the administration of the Purchasing Policies, Guidelines and Procedures
- Maintain records of business transactions as required
- Dispose of all assets as required, including surplus and scrap
- Ensure that all business transactions are conducted ethically and professionally
- Ensure that qualified vendors receive request for Tenders, Proposals, Quotations or prices

General Managers are responsible for:

- Ensuring all purchases are performed in accordance with purchasing policies as defined by the Purchasing Policy Statement and Purchasing Procedures documents.
- Delegating Acquisition Authority to the appropriate levels.
- Ensuring the Manager of Purchasing is informed of and involved in all purchases requiring the involvement of the Purchasing Department.
- Ensuring that corporate standards are adhered to for purchases that fall under Corporate Tenders or Standing Orders. (e.g. computers)

**CITY/REGION OF HAMILTON WENTWORTH
PURCHASING POLICIES # 3
PROHIBITIONS**

The following activities are prohibited:

1. The division of contracts to avoid the requirements of the Policy.
2. Purchase by the City/Region of any goods or services for personal use by or on behalf of any member of Council appointed officers, employees of the City/Region or their immediate families.
3. Purchase by the City/Region from any member of Council, appointed officers, employees of the City/Region or their immediate families or from any other source that would result in a conflict of interest.
4. The purchase of any City/Region goods by a member of Council, appointed officers, employees of the City/Region or their immediate families.
5. The purchase by bid of any City/Region goods by an employee of the City/Region or their immediate families if that employee.
 - a) works at an auction run by the City/Region for the disposal of goods
 - b) is responsible for declaring goods surplus to the City/Region's needs; or
 - c) is otherwise involved in the disposal of goods surplus to the City/Region's needs.

The above prohibitions are waived in those circumstances where the items are of minimal value and are used for promotional purposes or are authorized by policy approved by Council.

CITY/REGION OF HAMILTON WENTWORTH
PURCHASING POLICY # 4
SUBJECT: DEFINITIONS

1. **"Acquisition Method"** means the process by which goods or services are procured. The acquisition method applied must correspond with the schedules provided in policy #5.
2. **"Contract"** means a written agreement authorized or ratified by the appropriate authority and executed by the appropriate authority.
3. **"Emergency"** means a situation where serious delay may affect the life and health of the general public, prevention of serious damage, and the restoring of essential service levels to a minimum level.
4. **"Expanded Works"** means approved construction projects in which an unexpected problem arises during construction, which does not expand the scope of the project but is necessary in order to deliver the original approved work.
5. **"Co-ordinated Works"** means co-ordination of Regional Projects with Area Municipality projects in which there is sufficient funds within the approved Capital budget but there is insufficient time to follow the normal approval process.
6. **"Time-Sensitive Works"** means works for which the timing to initiate and /or complete the works is paramount but the time available to follow normal procedures is insufficient.
7. **"Purchase Order"** means a written or verbal offer to procure goods and services or a written acceptance of an offer, made on the City/Region's numbered form, to acquire goods and services.
8. **"Purchase Requisition"** means an internal written or online request to Purchasing to procure goods or services.
9. **"Quotation"** means a written request for bids for the supply of goods or services, from selected sources of supply, not opened in public.

CITY/REGION OF HAMILTON WENTWORTH
PURCHASING POLICY # 4 cont.
SUBJECT: DEFINITIONS

10. **Request for Proposal** means a formal request for details on the supply of goods or the provision of services, which cannot be fully defined or specified at the time of the request.
11. **Sole Source** means there is only one known source of supply of particular goods or services.
12. **Standing Purchase Order** means a Purchase Order which establishes prices or a method for determining prices, terms and conditions and the period of time during which a vendor agrees to provide goods or services to the purchaser upon the purchaser's demand.
13. **Tender** means a formal request for sealed bids for the supply of goods or services in response to an advertised invitation, opened in public.
14. **Local supplier** means a supplier located in the City of Hamilton for purposes of a City of Hamilton purchase and a supplier located in the Region of Hamilton-Wentworth for purposes of a Regional purchase.

**CITY/REGION OF HAMILTON WENTWORTH
PURCHASING POLICY # 5
ACQUISITION AND COMMITMENT AUTHORIZATIONS**

Anyone given Acquisition Authority under this schedule is accountable and responsible to ensure that proper and adequate budget exists and any purchase does not violate any City/Region policy, legal or statutory.

- Council must approve purchases over \$150,000
- City Manager or designate must approve purchases over \$60,000
- General Manager or designate are authorized to approve purchases up to \$60,000

Note: Exceptions to these limits are included on the charts for Emergency, Co-ordinated, Expanded and Time-sensitive purchases.

The General Manager sets the appropriate limits within which their staff can approve acquisitions. Within their authority limit, Directors set the limit for each of their Managers, Supervisors and other appropriate staff members.

NOTE: REFER TO THE FOLLOWING DEFINITIONS WHEN USING THE CHARTS ON THE FOLLOWING PAGES

AUTHORIZATION

1. The authority to approve requests for the acquisition of goods or services.

DOCUMENTATION

2. The documents used to request the acquisition of goods or services.

METHOD

3. The process by which goods or services are acquired.

VENDOR COMMITMENT DOCUMENTATION

4. The documents used to acquire goods services from vendors.

PURCHASING POLICY #5 cont.
GENERAL PURCHASES

	>\$5,000 up to \$60,000	>\$60,000 up to \$100,000	>\$100,000 up to \$150,000	> \$150,000
Authorization	GM or designate	City Manager or designate	City Manager or designate	Council
Documentation	Purchase Requisition	Purchase Requisition	Purchase requisition and Report to City Manager	Purchase requisition and Report to Council
Method	Minimum of 3 Written Quotes Requested	Minimum of 3 Written Quotes Requested	Tender	Tender
Vendor documentation	Purchase Order	Purchase Order	Purchase Order and, as appropriate, Contract	Purchase Order and, as appropriate, Contract

Note: General Purchases includes Insurance, Legal, and Arbitration awards

CONSTRUCTION CONTRACTS

	>\$5,000 up to \$60,000	>\$60,000 up to \$100,000	>\$100,000 up to \$150,000	> \$150,000
Authorization	GM or designate	City Manager or designate	City Manager or designate	Council
Documentation	Purchase Requisition	Purchase Requisition	Purchase requisition and Report to City Manager	Purchase requisition and Report to Council
Method	Minimum of 3 Written Quotes Requested	Minimum of 3 Written Quotes Requested	Tender	Tender
Vendor documentation	Purchase Order and/or Contract	Purchase Order and/or Contract	Purchase Order and/ Contract	Purchase Order and Contract

Note: Departments may choose to follow the tender method for acquisitions under \$100,000

PURCHASING POLICY #5 cont.**CONSULTANT CONTRACTS**

	>\$5,000 up to \$60,000	>\$60,000 up to \$100,000	>\$100,000 up to \$150,000	> \$150,000
Authorization	GM or designate	City Manager or designate	City Manager or designate	Council
Documentation	Purchase Requisition	Purchase Requisition and report to City Manager	Purchase requisition and Report to City Manager	Purchase requisition and Report to Council
Method	Minimum of 3 Written Quotes	Minimum of 3 Written Quotes	Request For Proposal	Request For Proposal
Vendor documentation	Purchase Order and Contract	Purchase Order and Contract	Purchase Order and Contract	Purchase Order and Contract

EMERGENCY

	>\$5,000 up to \$60,000	>\$60,000 up to \$100,000	>\$100,000 up to \$150,000	> \$150,000
Authorization	GM or designate	GM or designate	GM or designate	GM or designate
Documentation	Department's Discretion	Subsequent report to City Manager	Subsequent Report to City Manager	Subsequent Report To Council
Method	Negotiation	Negotiation	Negotiation	Negotiation
Vendor documentation	Department's Discretion	Department's Discretion	Department's Discretion	Department's Discretion

PURCHASING POLICY #5 cont.**CO-ORDINATED AND EXPANDED WORK**

	>\$5,000 up to \$60,000	>\$60,000 up to \$100,000	>\$100,000 up to \$150,000	> \$150,000
Authorization	GM or designate	City Manager or designate	City Manager or designate	City Manager and Mayor or Regional Chairman
Documentation	Purchase Requisition	Purchase Requisition and report to City Manager	Purchase requisition and Report to City Manager	Purchase requisition and Report to Council
Method	Negotiation	Negotiation	Negotiation	Negotiation
Vendor documentation	Purchase Order and Contract	Purchase Order and Contract	Purchase Order and Contract	Purchase Order and Contract

TIME-SENSITIVE

	>\$5,000 up to \$60,000	>\$60,000 up to \$100,000	>\$100,000 up to \$150,000	> \$150,000
Authorization	GM or designate	City Manager or designate	City Manager or designate	City Manager and Mayor of Regional Chairman
Documentation	Purchase Requisition	Purchase Requisition and Report to City Manager	Purchase requisition and Report to City Manager	Purchase requisition and Report to Council
Method	Negotiation Quotes where possible	Negotiation Quotes where possible	Negotiation Quotes where possible	Negotiation Quotes where possible
Vendor documentation	Purchase Order and Contract	Purchase Order and Contract	Purchase Order and Contract	Purchase Order and Contract

**CITY/REGION OF HAMILTON WENTWORTH
PURCHASING POLICY # 6
CO-OPERATIVE PURCHASING**

The City/Region will participate with other government agencies or public authorities in cooperative acquisition ventures where it is in the best interest of the taxpayer to do so. The procedures and policies of the agency calling the tender, proposal or quotation will be followed.

Each agency will issue its own contract and is responsible for the remainder of the procurement function (Receiving, inspecting, payment).

**CITY/REGION OF HAMILTON WENTWORTH
PURCHASING POLICY # 7
RECURRING OR NON-COMPETITIVE EXPENDITURES
SCHEDULE "A"**

Subject to all applicable City/Region policies and procedures, a purchase order is not required:

1. Purchases less than \$5,000
2. Employer's General Expenses
 - a) Payroll Deduction Remittances
 - b) Insurance Premiums/Claims
 - c) Licenses (vehicles, elevators, radios, etc.)
 - d) Debt payments
 - e) Grants and Levies
 - f) Tax Remittances
 - g) Real Property payments including Land, Buildings, Leasehold Interest, Easements, Encroachments and Licenses, or the like.
 - h) Legal Settlements
 - i) Travel Expenses (see note below)
3. Professional and Special Services
 - a) Medical Professional Services
 - b) Community Service Providers (Daycare, Lodging Homes, nursing, Homemakers)
 - c) Appraisers
 - d) Committee Fees
4. Utilities
 - a) Electricity
 - b) Postal Services
 - c) Water
5. Government Bodies
 - a) Revenue Canada
 - b) Minister of Finance
 - c) Area Municipalities

Note: See Travel and Tuition Policies for refundable employee expense.



B
Hamilton
Entertainment
and Convention
Facilities Inc.

FOR ACTION

MEMO TO: HECFI BOARD OF DIRECTORS

FROM: Mr. G. Macaluso
Managing Director/CEO

Mr. J. A. Leuser, C.A.
Director of Finance and Administration

DATE: 04 December 1998

**SUBJECT: BUSINESS TRAVEL, SEMINAR AND CONFERENCE ATTENDANCE
POLICY**

RECOMMENDATION:

(A) THAT THE BUSINESS TRAVEL, SEMINAR AND CONFERENCE ATTENDANCE POLICY, AS ATTACHED, WHICH WAS ADOPTED IN NOVEMBER, 1998 BY THE CITY OF HAMILTON AND REGION OF HAMILTON-WENTWORTH BE APPROVED BY HECFI WITH THE FOLLOWING AMMENDMENTS:

- (i) THE CITY/REGION ARE TO BE REPLACED WITH HECFI;**
- (ii) THE COUNCIL ARE TO BE REPLACED WITH THE HECFI BOARD;**
- (iii) THE CITY MANAGER ARE TO BE REPLACED WITH THE MANAGING DIRECTOR/C.E.O; AND**
- (iv) DEPARTMENT HEADS ARE TO BE REPLACED WITH HECFI MANAGEMENT DIRECTORS**

(B) THAT THE PER DIEM RATE FOR TRAVEL BE SET AT \$71.00 PER DAY (CURRENTLY THE RATE IS \$70.80) FOR OVERNIGHT TRAVEL; AND

(C) THAT STAFF BE REQUIRED TO SUBMIT REPORTS TO THE APPROPRIATE STANDING COMMITTEE OF THE BOARD FOLLOWING ATTENDANCE AT CONFERENCES AND CONVENTIONS ON BEHALF OF THE CORPORATION.

FINANCIAL IMPLICATIONS:

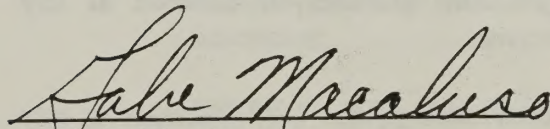
In accordance with the proposed policy, all travel is conditional upon the availability of funds within the operating budget.

BACKGROUND:

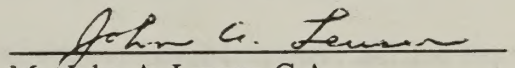
City Council at its meeting held November 24, 1998 approved the attached Business Travel, Seminar and Conference Attendance Policy. Regional Council also approved this policy on November 17, 1998.

HECFI management recommends immediate adoption of this policy, since it has been HECFI's practice to follow the City's policy in respect of business travel and attendance at seminars and conferences.

Any changes from the current policy are primarily of a housekeeping nature, such as the change in the per diem rate from \$70.80 to \$71.00 per day for overnight travel.



Mr. Gabe Macaluso
Managing Director/C.E.O.



Mr. John A. Leuser, C.A.
Director of Finance and Administration.

JAL:he

Attachment

THE CITY/REGION OF HAMILTON-WENTWORTH BUSINESS TRAVEL, SEMINAR AND CONFERENCE POLICY

This policy applies to the attendance of members of Council and staff at conferences, seminars, and for other business travel deemed to be in the best interests of the Corporation; and to provide for the reimbursement of expenses incurred by those persons authorized to attend.

(1) ATTENDANCE AUTHORIZATION

Conditional upon the availability of funds provided in the current budget.

Council must approve the attendance for any member of Council at any conference, seminar or for other business travel.

Chairman or Mayor must approve the attendance of the City Manager at any conference, seminar or for other business travel that is outside of Canada or the United States.

The City Manager/or designate must approve the attendance of any department head at any conference, seminar or for other business travel.

The City Manager /or designate must approve the attendance of all staff at any conference, seminar or for other travel that is outside of Canada or the United States.

Department heads must approve the attendance of his/her department staff at conferences, seminars, or for other business travel that is within Canada and the United States.

(2) ADVANCE AND EXPENSE REIMBURSEMENT AUTHORIZATION

Subject to the approvals granted under Clause (1) above, City Manager or designate is granted the authority to approve an appropriate advance or to pay directly, expenses incurred for/by department heads where expenses are within this policy.

Subject to the approvals granted under Clause (1) above, department heads/or designate is granted the authority to approve an appropriate advance or to pay directly expenses incurred for/by staff where expenses are within this policy.

In exceptional circumstances, the City Manager may approve expenses over or outside the limits of this policy.

(3) REGISTRATION

- Subject to the approvals granted in Clause (1) above, request for payment of the registration fee for the delegate to attend the conference or meeting is forwarded to the Finance Department. Advance discounts should be realized where possible.
- Copy of course, conference or seminar agenda is required providing information on cost, location, dates and meals.

(4) TRANSPORTATION

The most economical and efficient mode of transportation as follows:

- Economy airfare including all applicable taxes, surcharges and cancellation insurance;

NOTE: Upgrades from economy airfare will be acceptable for non North American air travel to no higher than business class in recognition of the travel times involved.

- Train/bus fare when applicable.
- Transfer fees to and from transportation terminals at points of departure and arrival by the most economically feasible method, including parking.
- Car rental, including gas purchases, instead of public transportation may be claimed providing it is more economical or if required under certain circumstances. Authorization as per Clause (2) must be received prior to departure and must be clearly indicated on the Travel Advance Form.
- Where an individual uses his/her own car for business travel, specific business insurance travel coverage must be in place. The current applicable mileage rate for the use of private automobiles on City/Region business will be reimbursed. While operating a private automobile on City/Region business, the individual is responsible for all vehicular costs, for example, repairs, fines, etc. Mileage will be reimbursed from the regular place of work, or from the employee's residence, whichever is less.

- Unless exceptional circumstances apply, the charges for the use of personal automobile shall not exceed the equivalent cost of economy airfare, plus airport parking and transfers.
- Shared transportation is encouraged when appropriate.

(5) ACCOMODATION

Reasonable accommodation expenses where overnight accommodation is required is allowable as follows:

- The accommodation chosen should be the most economical and advantageous to the conduct of City/Region business.
- The actual cost of a single room will be allowed provided such cost does not exceed the "Government Rate" when available.
- Receipts are required in support of all such expenses and must show the place, date and number of days or part days and the rate per day for single occupancy.

(6) PER DIEMS

A "Per Diem" expense allowance, at a rate approved by Council from time to time, to cover the costs of meals, gratuities, personal telephone charges and all other expenses not covered by Clause (3), (4) and (5), will apply only when overnight accommodation is required. Where some meals are provided, the per diem will be reduced as follows:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

- One per diem is allowed for each official registered full day of the event attended. Additional reasonable expenses incurred while travelling to and from the event will be reimbursed provided receipts are submitted in evidence of the expenses incurred.
- When overnight accommodations is not required, personal meal expenses will be reimbursed based upon submitted receipts to a maximum of the above table.

- Per diem claims for all approved travel in the United States and abroad will be paid in U.S. dollars to compensate for any additional expenses.
- For non North American travel only, reimbursement in excess of this maximum will be made if the actual expenses are reasonable in the opinion of the department head and proper receipts are submitted for all expenses. Approval of these expenses in excess of maximum per diem rates will be made on an individual basis, subject to their merits and general policy for reimbursement of allowable expenses.
- This policy addresses the maximum that the City/Region will pay for travel, the individual may choose to upgrade at his/her own expense. If paid directly by the City/Region, reimbursement must be received at time of registration. Examples include additional accommodation expenses for an accompanying spouse.
- In accordance to Clause (2) a lesser per diem or reimbursement for expenses for which receipts are submitted up to a maximum of the allowable per diem rate may be approved.

(7) EXTENDED STAYS

At times, and with prior written authorization, special travel savings may be available to the City/Region if the individual travelling stays longer than the duration of the business stay. Although any additional stay will be reimbursed in terms of per diems/accommodation the total travel costs cannot exceed economy travel fare plus minimum per diems/accommodation costs if the length of stay were not extended. Any loss of work days due to this "extended" travel must be charged to the employee's vacation entitlement. Savings must be substantiated by airline quotes, etc.

8. REPORTING

- All expenses claims/reimbursements must be submitted to the Finance Department within 20 days of the event. Reimbursements of advanced funds must be accompanied by a receipt issued by the Finance Department, or a cheque payable to the City of Hamilton or to the Regional Municipality of Hamilton-Wentworth for the full amount owing.
- If an expense claim "actual" is overdue under this policy, the department head will be notified in writing and additional expense claims/advance requests will not be processed until the past due actual has been received.
- A minimum one-page report on any conference, seminar or field trip shall be completed and filed with the final expense claim, with a copy to his or her

immediate supervisor. In the case of a department head, a copy shall be filed with the City Manager.

(9) **ITEMS NOT ALLOWABLE**

Claims for reimbursement will not be allowed for:

- Personal Effects and Services – Claims for loss of personal effects, for medical and hospital treatment, for purchase of trunks, hand luggage, clothing and other personal equipment, or for personal services such as, shoe shines, valet services and other personal expenses.

NOTE: Handling charges for bulky items such as exhibits are permissible provided they are indicated separately on the advance form and pre-approved. Receipts should be obtained where at all possible, however, expenses without receipts will be reimbursed if they were pre-approved and are reasonable (in the opinion of the department head) and equal to or less than the pre-approved amount.

- Long Distance Telephone Calls – Charges for long distance telephone calls unless these calls were made for City/Region business and are properly identified on the hotel bill. Reasonable telephone charges for calls to family at home will be allowed, in consideration of being out-of-town on City/Region business.
- Medical Insurance - City/Region employees are covered under the City/Region's group plan. Extra insurance will not be reimbursed.



Hamilton
Entertainment
and Convention
Facilities Inc.

One Summers Lane
Hamilton, Ontario
L8P 4Y7
Tel. (905) 546-3000
Fax. (905) 546-3002

FOR ACTION

MEMO TO : FINANCE AND ADMINISTRATION COMMITTEE

FROM : Mr. G. Macaluso,
Managing Director/CEO

: Mr. J. A. Leuser, C.A.,
Director of Finance and Administration

: Mr. B. Calder, P.Eng.,
Director of Operations/Events Delivery

DATE : 1998 November 24

SUBJECT : CLOSING OF CAPITAL PROJECT ACCOUNTS

RECOMMENDATION:

THAT THE FOLLOWING CAPITAL PROJECT ACCOUNTS BE CLOSED, WITH \$30,862.21 OF EXCESS FINANCING RETURNED TO THE HECFI RESERVE ACCOUNT FOR CAPITAL PROJECTS; AND

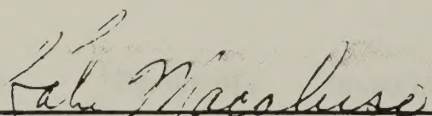
THAT THE FOREGOING BE FORWARDED TO THE CITY FINANCE AND ADMINISTRATION COMMITTEE FOR INFORMATION.

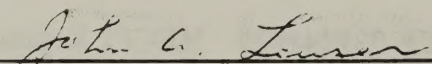
<u>Capital Account Number</u>	<u>Project Description</u>	<u>Authorized Gross Cost</u>	<u>Cost Expended</u>	<u>Balance Remaining</u>
CF 929341016	HECFI Replace/ Renovate Equipment and Facilities	\$125,000.00	\$125,000.00	\$ 0.00
CF 929441028	HECFI Replace/ Renovate Equipment and Facilities	130,000.00	130,000.00	0.00

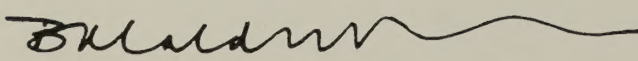
<u>Capital Account Number</u>	<u>Project Description</u>	<u>Authorized Gross Cost</u>	<u>Cost Expended</u>	<u>Balance Remaining</u>
CF 929541016	HECFI Replace/ Renovate Equipment and Facilities	\$ 95,000.00	\$ 94,945.54	\$ 54.46
CF 929641029	Copps Coliseum - Replacement of Flooring	60,000.00	58,966.83	1,033.17
CF 929641031	Copps Coliseum - Mezzanine Curtaining System	200,000.00	196,671.12	3,328.88
CF 929651027	Hamilton Convention Centre - Replace/Renovate Equipment and Facilities	120,000.00	119,924.41	75.59
CF 929741051	Copps Coliseum - Arena Dasherboard System	150,000.00	123,629.89	26,370.11
TOTAL				\$ 30,862.21

BACKGROUND:

The capital projects listed above have been completed. It is being recommended that these accounts be closed out and the remaining balance be returned to the original source of financing.


G. Macaluso,
Managing Director/CEO


J. A. Leuser, C.A.,
Director of Finance and Administration


B. N. Calder, P.Eng.,
Director of Operations/Events Delivery

Office of the Municipal Clerk

Memorandum

2

TO: Patricia Bennett
Secretary
H.E.C.F.I. Board of Directors

FROM: Mrs. Susan K. Reeder, Secretary
Finance and Administration Committee

DATE: 1998 November 30

SUBJECT: Amendment to Ground Lease regarding Lobby Renovation/Expansion –
Ontario Government Building at 119 King Street West

This will confirm that the Finance and Administration Committee, at its meeting held Tuesday, November 17th, 1998 agreed to "receive" your recommendation respecting the above-noted matter as follows:

- (a) That the renovations to/expansion of the Ellen Fairclough Building Lobby as proposed by the Ministry of Community and Social Services, Province of Ontario, be approved with respect to the impact of same on HECFI's ability to operate and market the Hamilton Convention Centre; and,
- (b) That the City's Finance and Administration Committee be apprised of HECFI's concurrence with the renovations proposed.

Concurrently, the Committee also approved the recommendation of the Municipal Clerk on this matter, which was subsequently approved by City Council on November 24th in Section 6 of the Twenty-Third Report for 1998 of the Finance and Administration Committee. Attached herewith is a copy of this staff report and recommendation.

Trusting that this confirmation is of assistance to you.

Susan K. Reeder

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1998 November 9

NOV 10 1998

REPORT TO: Susan Reeder, Secretary
Finance and Administration Committee

FROM: J. J. Schatz
Municipal Clerk

SUBJECT: Amendment to Ground Lease regarding Lobby Renovation/Expansion
Ontario Government Building at 119 King Street West

RECOMMENDATION:

- (a) That the City of Hamilton enter into a Ground Lease Amendment Agreement with the Province of Ontario for the purpose of revising the demised floor area allocated between the parties on the ground floor of the Ellen Fairclough building, as per the original "as built" drawings referred to in the Ground Lease dated 1976 January 6; and,
- (b) That it be understood and agreed that the Lease Amending Agreement contain the following key terms and conditions:

Key Terms:

- (i) Lessor: Corporation of the City of Hamilton;
Lessee: Province of Ontario (Her Majesty the Queen in the right of Ontario, as represented by the Management Board Secretariat); and,
- (ii) Premises: Part of the ground floor of the Ontario Government building at 119 King Street West, Hamilton;
- (1) Exclusive use floor space to be leased - 238 square feet; and,
- (2) Non-exclusive use floor space to be licensed - 600 square feet;
and,
- (iii) Use of Premises: The Lessee shall use the premises as part of a public lobby and a storage room ancillary to its office tower; and,
- (iv) Term: Commencing 1999 March 1, expiring on 2069 October 31, to coincide with the remaining term of the Ground Lease. Said seventy (70) year term to be divided into four (4) periods commencing 1999 March 1, 2016 March 1, 2033 March 1, and 2050 March 1, for the purpose of adjusting the market rent of the exclusive use area; and,

App'd by Committee

App'd by Council

1998 Nov 17

1998 Nov 24

minutes

- (v) Rent:
- (1) Exclusive Use space of 238 square feet, a minimum rent of \$5 per square foot per annum plus GST, net of all operating costs including realty taxes, insurance premiums, heating and cooling costs, electricity, repairs, maintenance and janitorial costs, etc., for a total of \$1,190 per annum plus GST, during the first period of the term. The rent during subsequent periods shall be based on the market rent of comparable office space in the downtown area as at the commencement of the rental period; and,
 - (2) Non-Exclusive Use space of 600 square feet (area of shared use lobby), a rent of \$2 for the entire term, plus all operating expenses including janitorial and maintenance costs, with the sole exception of the cost of heating, cooling and electricity supplied by the City's Central Utilities Plant; and,
- (vi) Insurance: The Lessee is to maintain in force throughout the term a comprehensive general liability insurance policy (with the Lessor as additional insured) to an inclusive limit of not less than \$5,000,000; and,
- (vii) Indemnity: The Lessee is to indemnify and save harmless the Lessor from and against all actions, claims, etc. that the Lessor may bear by reason of any personal injury, death or damage to property suffered by any person or property that arises out of the use or occupation of the demised premises by the Lessee or any member of the public or by reason of any negligence on the part of the Lessee, save and except for the use of the non-exclusive area of the lobby outside of normal business hours (8:00 a.m. to 6:00 p.m. Monday to Friday); and,
- (viii) Termination: The Lease, as it relates to the revisions to the demised floor area as set out in the Lease Amending Agreement, may be terminated in whole or in part, upon six (6) months written notice to the other party by either the Lessee or the Lessor, after the first five (5) years of the term have elapsed, provided the Lessee restores the premises to the physical layout and condition it was in before the commencement of the tenant improvements and the Lease Amending Agreement or to an alternate state if deemed acceptable, to the satisfaction of the City (including the Director of Operations for the Hamilton Convention Centre and the Building Commissioner); and,
- (ix) Assignment: The Lessee shall not assign or sublet the Lease Amending Agreement or otherwise encumber the premises without the prior written consent of the Landlord; and,

Conditions:

- (x) That the proposed Lease Amending Agreement shall be subject to the approval of the Province and to the satisfaction of the Manager of the Real Estate Division for the City in conjunction with Corporate Counsel in accordance with the key terms and conditions noted herein. Should it be required in order to process a building permit, City staff will execute permit applications as owner. However, such execution of applications shall not fetter the discretion of the Building Commissioner in determining whether such permit shall be issued; and,
 - (xi) That all proposed tenant improvements to expand and renovate the premises shall receive the prior approvals of the Lessor as required, including the City of Hamilton Building Commissioner and the Director of Operations for the Convention Centre; and,
 - (xii) It is understood and agreed that an Authority to Enter upon the premises be granted to the Province to initiate tenant improvements, however, should the Province not subsequently execute the proposed Lease Amending Agreement, the premises shall be restored to its original condition by the Lessee; and,
- (c) That an Authority to Enter the premises for the purpose of undertaking renovations (proposed tenant improvements) prior to the execution and commencement of the Lease Amending Agreement be approved; and,
- (d) That the Mayor and Municipal Clerk be authorized and directed to execute the Authority to Enter and the Lease Amending Agreement in a form satisfactory to Corporate Counsel.

McGuffey
Briff. S. 1st

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The rental under license of the exclusive use area will generate \$1,190 per annum net to the City of Hamilton each year of the first period of the term and thereafter will be adjusted based on the then current market office lease rates. The current operating expenses incurred by the City for the non-exclusive use area (shared use lobby) will be more or less offset by janitorial and general maintenance costs in the order of approximately \$1,000 per year currently, that are to become the responsibility of the Lessee (Province).

BACKGROUND:

In 1976 the City and Province entered into various agreements for the development and construction (including cost sharing) of the Convention Centre, Ontario Government Building, underground parking garage and Central Utilities Plant. A Ground Lease Agreement was executed by the parties for the lease of the area of land under which the present Ellen Fairclough

building sits, municipally described as 119 King Street West. The leased premises were described as Part 1 on Reference Plan 62R-2696, although the exact limits of the premises are shown on the "as built" drawings of the Complex, which were incorporated in the lease by reference. The ground floor of the building on these drawings illustrate the areas to be occupied by the Province (lobby, information desk, stairwell and elevators) and areas to be occupied by the City as part of the Convention Centre (east lobby, stairwell, elevator and part of a corridor to the west of the provincial lobby).

Recently, the Province proposed an expansion/renovation to the lobby of the Ellen Fairclough building and requested that the City consider foregoing part of its existing Convention Centre floor space to accommodate the project. The result of discussions between Provincial officials and the Director of Operations for the Convention Centre was that most of the space required for the project could be provided. Subsequently, the H.E.C.F.I. board approved the release of this space.

Specifically, the west wall of the existing lobby is to be moved back by three feet thereby enlarging the area of the lobby and the landing area within the Convention Centre stairwell leading up from the parking garage is to be blocked off and turned into a storage room, both increasing the exclusive use space of the Province. Further, the easterly 600 square foot lobby adjacent to the Convention Centre stairwell and elevator, separated from the main lobby of the Provincial Government office tower, is to be taken over by the Province. The wall and single metal door dividing the two lobbies is to be removed and the total lobby area renovated and opened up to increase space and light, to make it more attractive and inviting. However, this easterly lobby area will continue to be used by the City's Convention Centre and therefore is a shared use or non-exclusive use area.

For the exclusive use area, it is proposed the Lessee (Province) pay the going net rental rate for office space, currently at \$5 per square foot per annum. However, only a nominal rent of \$2 plus operating costs for the entire term is proposed to be charged for the non-exclusive easterly lobby area, which has been jointly used by both the City and Province for years. Although the Province would now assume the janitorial and maintenance costs for this area, the City would continue to pay the heat, cooling and electricity costs.

It is proposed that the Lease Amending Agreement apply during the same term as the original ground lease, until 2069 October 31. However, either party could terminate the agreement upon six months written notice to the other party, after the first five years of the term have elapsed, provided the Province restore the condition and layout of the premises to its prior state, or other state that is acceptable to the City.

KDA/nw

c.c. R. Roszell, Corporate Counsel

Attention: J. Davidson

A. Ross, General Manager, Finance

Attention: T. Daw

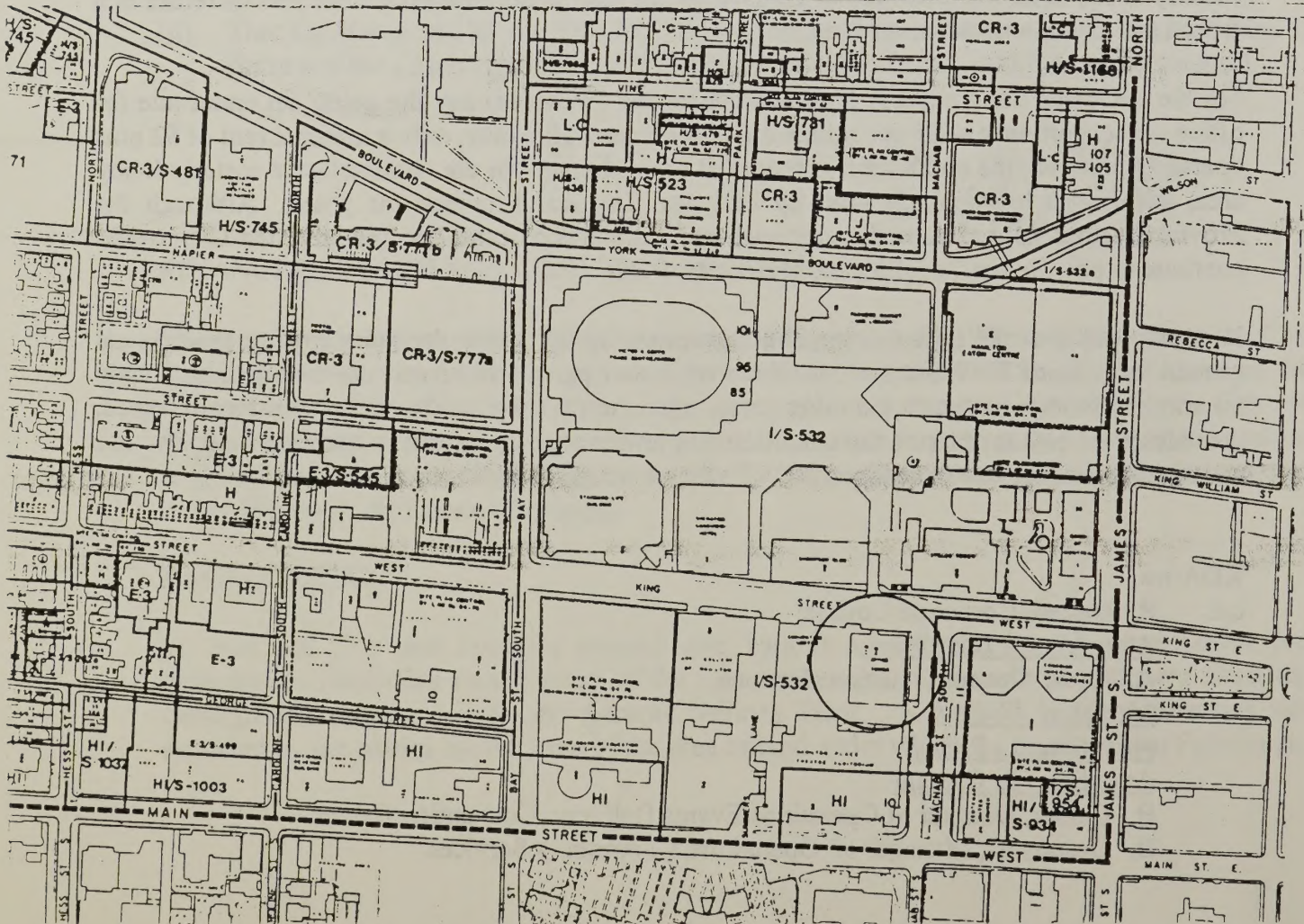
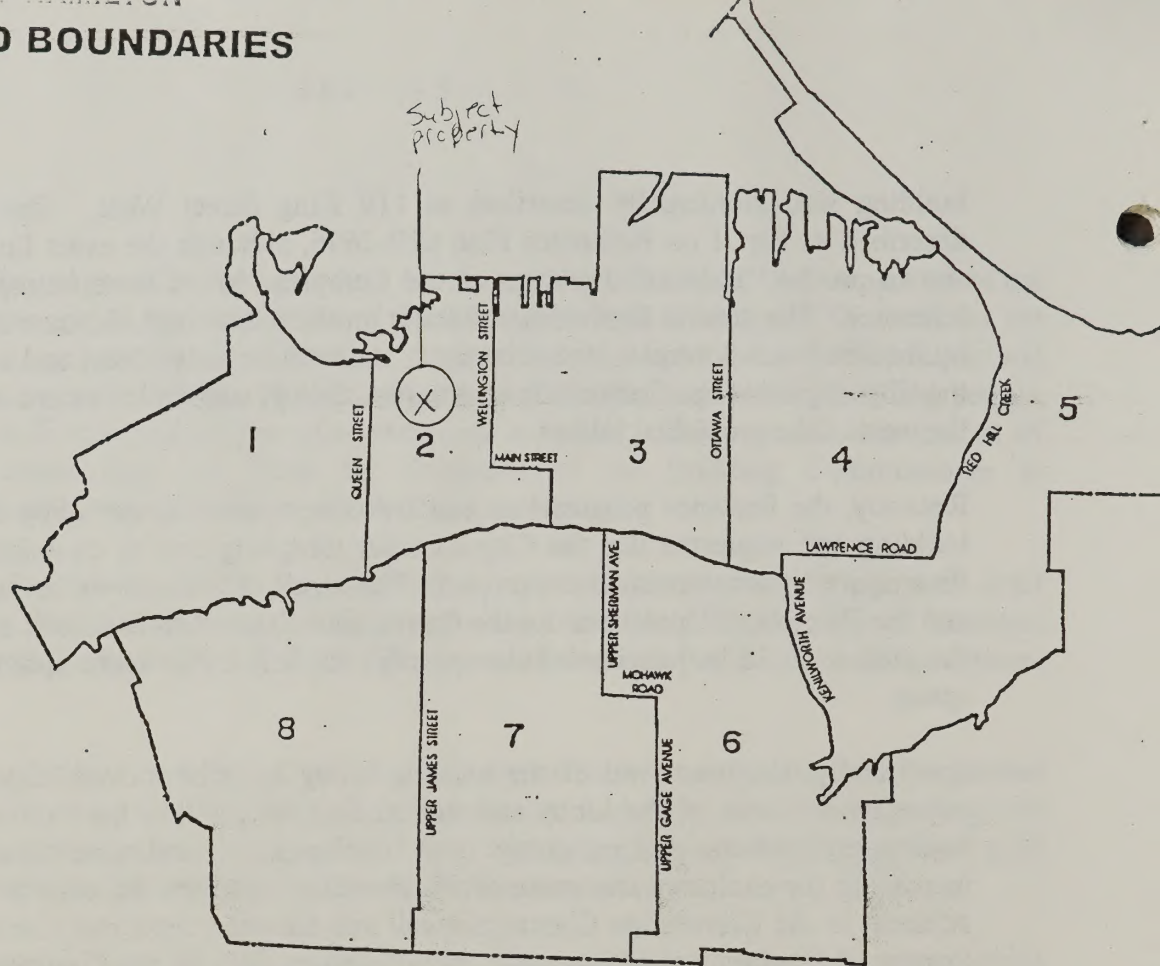
Attention: L. Friday

Attention: R. Camani

B. Calder, Director of Operations/Events Delivery, Convention Centre

B. Desnoyers, Manager of Operations, Community Services

WARD BOUNDARIES



HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, November 25, 1998
12:00 Noon
Webster C, Hamilton Convention Centre

MINUTES

PRESENT: Alderman T. Anderson, Chair
Alderman B. Charters, First Vice Chair
Mr. G. Kay, Second Vice Chair
Alderman R. Corsini
Alderman B. Kelly
Ms. B. Campbell
Mrs. M. Dow
Mr. P. DeCaria
Mr. F. Deys
Mr. W. Ingleby
Mr. S. Monzavi

ALSO PRESENT: Mr. G. Macaluso
Mr. J. Leuser
Mr. B. Calder
Mr. S. Farrauto
Mr. J. Elder
Ms. D. Vivian

REGRETS: Mayor R. Morrow
Mr. J. Nelson
Mr. A. Skrypniak

1. Opening Remarks

Alderman Anderson called the meeting to order at 12:10 p.m., noting in his comments the busy activity in the three facilities and the great job done by staff in successfully negotiating events.

A. Operations Committee Fifth Report

The Board received the Operations Committee Fifth Report which requested approval of the following recommendations:

Agreement Between Hamilton Entertainment and Convention Facilities Inc. and the Hamilton Musicians Guild, Local 293

MOVED by Alderman Charters, seconded by Mrs. Dow that

THAT THE AGREEMENT BETWEEN H.E.C.F.I. AND THE HAMILTON MUSICIANS GUILD WHICH EXPIRED 1998 AUGUST 31, BE RENEGOTIATED TO INCORPORATE THE FOLLOWING REVISIONS TO THE TERMS AND CONDITIONS STIPULATED THEREIN:

- A) **THE TERM OF THE AGREEMENT BE THREE (3) YEARS, COMMENCING 1998 DECEMBER 1 AND TERMINATING 2001 NOVEMBER 30; and**
- B) **THAT THE SCHEDULE OF FEES BE INCREASED BY 3%, 1% AND 0% IN THE FIRST, SECOND AND THIRD YEARS OF THE AGREEMENT RESPECTIVELY EFFECTIVE 1998 DECEMBER 1; and**
- C) **THAT THE GUARANTEED MINIMUM EXPENDITURE TO LOCAL 293 MUSICIANS OVER THE COMPLETE THREE (3) YEAR TERM OF THE AGREEMENT SHALL BE ESTABLISHED AT \$50,000; and**
- D) **THAT THE H.E.C.F.I. CONTRIBUTION OF 7% OF THE MINIMUM BASIC FEES FOR ALL SERVICES OF MUSICIANS COVERED BY THE AGREEMENT (INCLUDING OVERTIME) TO THE AMERICAN FEDERATION OF MUSICIANS AND THE EMPLOYEES PENSION PLAN WELFARE FUND (CANADA), BE EXPANDED TO INCLUDE MUSICIANS WORKING FOR H.E.C.F.I. AT THE HAMILTON CONVENTION CENTRE AND COPPS COLISEUM; and**
- E) **THAT THE MEAL ALLOWANCE PAID TO MUSICIANS, WHEN TWO PERFORMANCES OR A REHEARSAL AND A PERFORMANCE ARE HELD IN HAMILTON PLACE ON THE SAME DAY, AND A MEAL BREAK OF AT LEAST ONE AND ONE HALF HOURS BETWEEN THE DISMISSAL OF THE FIRST SERVICE AND THE CALL TIME FOR THE SECOND SERVICE CANNOT BE AFFORDED, BE INCREASED FROM \$8.00 TO \$10.00 FOR EACH MUSICIAN.**

MOTION CARRIED.

**2. Hamilton Convention Centre – Construction of Beverage Service Areas :
Acceptance of Tender**

Discussion of the recommendation revealed that the construction of permanent bars on the third floor of the Convention Centre and in the Piano Nobile of Hamilton Place are included in the Capital Budget Programme. Construction of the permanent bar in the Piano Nobile will be delayed until such time as the architect and his designers recommend an overall color/texture pallet to be incorporated when replacing rugs, Great Hall seating, casual furniture, etc. The addition of a permanent bar on the second floor of the Convention Centre was substituted and quotes for the two bars were tendered separately. The pros and cons of the addition of a second floor bar were reviewed. It was agreed that the Board would table the issue in order to provide the opportunity for Board Members to visit the area before reaching a decision. It was

MOVED by Alderman Kelly, seconded by Mr. Kay that

THE RECOMMENDATION TO APPROVE THE TENDER SUBMITTED BY LANCING CONSTRUCTION TO CONSTRUCT NEW, PERMANENT BEVERAGE SERVICE AREAS ON THE SECOND AND THIRD FLOORS OF THE CONVENTION CENTRE BE TABLED.

MOTION CARRIED.

B. Marketing & Sales Committee Second Report

The Marketing & Sales Committee Second Report was received. It was

MOVED by Mrs. Dow, seconded by Mr. Ingleby that

THE MARKETING AND SALES COMMITTEE SECOND REPORT BE RECEIVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

Copps Coliseum : Display Advertising

THAT THE AGREEMENT WITH NEON PRODUCTS LTD. AS EXCLUSIVE SALES AGENT FOR INTERIOR DISPLAY ADVERTISING SALES AT COPPS COLISEUM BE RENEWED FOR A ONE (1) YEAR PERIOD COMMENCING DECEMBER 1, 1998; and

THAT A CONTRACTUAL AGREEMENT BE DEVELOPED IN CONSULTATION WITH THE SOLICITORS FOR THE CITY OF HAMILTON IN ACCORDANCE WITH THE TERMS AND CONDITIONS IN THIS REPORT.

MOTION CARRIED.

C. Community Dinner : the Annual B'nai B'rith Sports Celebrity Dinner February 1st, 1999, Hamilton Convention Centre

MOVED by Alderman Charters, seconded by Alderman Corsini that

THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN AT A COST NOT TO EXCEED \$1070. TO THE ANNUAL B'NAI B'RITH SPORTS CELEBRITY DINNER TO BE HELD AT THE HAMILTON CONVENTION CENTRE FEBRUARY 1ST, 1999.

MOTION CARRIED.

3. Correspondence

Correspondence was received from the Rotary Club Hamilton Mountain expressing thanks for the use of a Private Box at a Bulldogs' game for Cystic Fibrosis patients, Joe and Jay Finch; and a copy of a letter from Peter Barkwell of the Law Department to Mr. Aylward of Forevergreen laying out the terms of the H.E.C.F.I. Board's offer to settle the claims.

4. Minutes of Regular Meeting Held October 28, 1998

MOVED by Mr. Monzavi, seconded by Mr. Deys that

THE MINUTES OF THE REGULAR MEETING HELD OCTOBER 28, 1998 BE APPROVED.

MOTION CARRIED.

5. Business Arising From the Minutes

Nil

6. Reports

6.1 Financial Summary for the Ten Month Period Ended October 31, 1998

The Director of Finance and Administration briefly reviewed the positive financial results for the Board of Directors.

7. Private and Confidential

Nil

8. New Business

Nil

9. Other Business

9.1 Opera Hamilton

The Chair advised that as directed by the Board at its last meeting, he, the CEO, and Alderman Charters met with Opera Hamilton's General Manager, Ken Freeman; Board Chair, Art Farrie; and Past President, Dr. Michael Romeo to discuss booking and rental issues. The meeting had been productive resulting in a willingness by Opera Hamilton representatives to review a new rate structure; reduce its current practice of booking a three week period for its productions to a two week period; and that all negotiation/discussion of dates on hold, etc. be referred to Mr. Ken Freeman. It was agreed that the CEO will forward a letter clarifying the issues discussed and agreed upon.

10. Recess

MOVED by Ms. Campbell, seconded by Mr. Ingleby that

THE MEETING BE RECESSED AT 12:40 P.M.

MOTION CARRIED.

11. Meeting Reconvene

MOVED by Alderman Kelly, seconded by Mr. Deys that

THE MEETING BE RECONVENED AT 1:00 P.M.

MOTION CARRIED.

12. Construction of Beverage Services Areas : HCC

Following a tour of the construction areas proposed in management's recommendation, the following points of discussion took place:

- the second floor area has a lack of aesthetics;
- the addition of a glassed-in patio could add a dimension to an otherwise lifeless space;
- the addition of a fireplace could add warmth and atmosphere to the space in the short term;
- management's plans include the addition of glass doors to the terrace to be constructed by year's end;
- there are no financial savings to having the second floor bar area "roughed in" at this time;
- there is no penalty in reducing the extent of the project as the two bar areas were tendered separately;
- the addition of a new bar may increase staff's ability to sell the space.

It was generally agreed that the second floor space required improvement, including the possible relamination of the current bar, possibly the addition of a fireplace, casual furniture, etc. but that an expenditure of approximately \$40,000. was not warranted at this time. It was

MOVED by Mr. Kay, seconded by Alderman Charters that

THE TENDER SUBMITTED BY LANCING CONSTRUCTION TO CONSTRUCT A NEW, PERMANENT BEVERAGE SERVICE AREA IN THE WEBSTER LOUNGE OF THE CONVENTION CENTRE AT A TOTAL COST OF \$44,512. INCLUDING GST, BE ACCEPTED AND THAT THIS EXPENDITURE BE CHARGED TO CAPITAL BUDGET ACCOUNT NO. CF 5200 929741043; and

THAT MANAGEMENT PRESENT A REPORT OUTLINING ITS SHORT-TERM PLANS TO IMPROVE THE SPACE IN THE ALBION LOUNGE; and

THAT MANAGEMENT PRESENT A REPORT OUTLINING ITS LONG-TERM PLANS FOR THE SPACE IN THE ALBION LOUNGE.

MOTION CARRIED.

13. Date of Next Meeting

The Board agreed that Standing Committee meetings would be suspended for December and that to celebrate the Christmas Season, the Secretary was directed to arrange a dinner meeting at which spouses will be invited.

14. Adjournment

The meeting adjourned at 1:15 p.m.

TAKEN AS READ AND APPROVED

Alderman T. Anderson, Chair

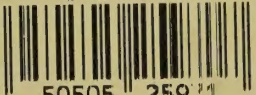
Patricia Bennett, Secretary



 **ACCO® USA**
WHEELING, ILLINOIS 60090

25971

MADE IN USA

1)  50505 25971

BLACK/NOIR/NEIRO

HAMILTON PUBLIC LIBRARY



3 2022 21335391 1